Setting up your Signature in Outlook

From the **Tools** menu choose **Options**

From the **Mail Format** tab click the **Signatures** button

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From the Create Signatures box click the New button.

From the Create New Signature box, give your signature a Name and click the Next button.

Type your Signature in the text box.

Highlight your text and click the Font button to change Fonts, Sizes, and Colors.

Click the Finish button when done.

NOTE: Repeat these steps to add additional signatures, as you may wish to have an abbreviated signature for replies and forwards.
Use the pull-down menus to select the Signature for **New Messages** and a Signature for **Replies and Forwards**.

When you compose a **New Message** your signature will automatically appear.