



Create an Email Signature

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1. On the **Home** tab, select **New Email**.
2. Select the **Message** tab.
3. In the **Include** group, select **Signature**, and then choose **Signatures**.
4. Under **Choose default signature**, in the **E-mail account** list, select an email account to associate with the signature.
5. Under **Select signature to edit**, select **New** and type a name for the signature.
6. Under **Edit signature**, type the signature that you want to use and select **OK**.

