FAU College of Medicine Support Center

Create Outlook Signature

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Try it!

Create custom signatures that can be automatically added to your email messages. Email signatures can include text, images, your electronic business card, a logo, or even your handwritten signature.

Create an email signature

1. Select New Email.

2. Select Signature > Signatures.

3. Select New, type a name for the signature, and select OK.

4. Under Edit signature, type your signature and format it the way you like.

5. Select OK and close the email.

6. Select New Email to see the signature you created.

https://support.office.com/en-us/article/video-add-signatures-to-emails-31fb24f9-e698-4789-b92a-f0e777f774ca