Outlook Desktop App

How to Create Signature in Outlook

How to Create Signature in Outlook 2010, 2016, and 2019

1. **Open the Outlook app**.
2. **Click on File in the Outlook menu bar**.

Image not found or type unknown
outlook file

3. **Then click Options**.

Image not found or type unknown
outlook options

4. **Click on Mail in the Outlook Options dialog box**.
5. **Then click on Signatures**. This will cause the Signatures and Stationery menu to appear.

Image not found or type unknown
signatures mail outlook

Note: Mobile signatures are text-only and do not give you the option to format text nor insert hyperlinks or images.

6. **In the Email Signature tab, click on New**.

Image not found or type unknown
email signature outlook new

7. **Type in a name for your signature in the pop-up box, and click OK.**

Image not found or type unknown
signature name outlook

8. **Type your signature in the Edit Signature box**. This is where you put your name, title, company, contact number, and email address, or anything that you want to add to your signature.

Image not found or type unknown
signature outlook

Then you can use the standard editing options in the Edit Signature box to format your signature.

- You can choose a font type, text size, text effects, text color, and text alignment.
- You can insert a company logo, social media buttons, or other images by clicking on the Image icon. This will let you import a photo from your computer or hard drive.
- You can insert a link by clicking on the Hyperlink icon (the one that looks like a globe with a chain).
- You can insert a business card that you've set up in Outlook contacts by clicking on the Business Card icon.
- In the Email Account dropdown, choose which email account you would like to associate your signature with.

- In the New Messages dropdown, you can choose which email signature to attach to all new messages. Outlook will then automatically add the selected signature every time you create a new message.
- In the Replies/Forwards dropdown, you can also choose which email signature to attach to emails that you reply to or forward to others.

9. **Click on OK when you're done**.

You can then see your signature by opening a new email. If you want to insert it manually, go to Insert > Signature and choose which Signature you would like to add.

outlook-insert-signature-manully

How to Set Up an Out of Office Reply in the Outlook Desktop App

To set automatic out of office replies on the Microsoft Outlook desktop app, go to *File > Automatic Replies > Send automatic replies.*

Note: The following steps are for users with a Microsoft Exchange account. If you don't see the words, "Connected to: Microsoft Exchange" at the bottom of your Outlook window, check out our article on how to set up out of office in Outlook with an IMAP/POP3 account.

1. **Open Outlook and click *File* in the menu bar.** You can find this in the top left corner of your window.
   How to Set Up an Automatic Out of Office Reply in Outlook
2. **Then click *Automatic Replies (Out of Office)*.** The Automatic Replies window will then appear.
   How to Set Up an Automatic Out of Office Reply in Outlook
   Note: If you are using an older version of Outlook, such as Outlook 2007, go to Tools > Out of Office Assistant.
3. **Next, click *Send automatic replies*.**
4. **Tick the "Only send during this time range" box.** Set the dates you'll be out of the office. You can skip this step if you want to manually turn off automatic replies when you get back to the office.
5. **Then set your automatic out of office reply under the *Inside My Organization* tab.** This will be the automatic response sent to people from your company who email you while you're away.
   How to Set Up an Automatic Out of Office Reply in Outlook
   Note: Outlook does not attach your signature when it sends automatic replies. If you have a signature, you might want to paste it below your message. If you don't have one, check out our guide on how to add an email signature in Outlook.
6. **Set your automatic out of office reply under the *Outside My Organization* tab.** This is for people outside your company such as clients and suppliers. You can copy what you typed in for *Inside My Organization* or you can put something else for people outside your organization. You can even untick the "Auto-reply…" box if you don't want to send them an automatic reply while you're away.
   Note: You can also set different automatic out of office replies for different people. Just click the Rules… button in the bottom-left corner and add a rule for each person or email subject.