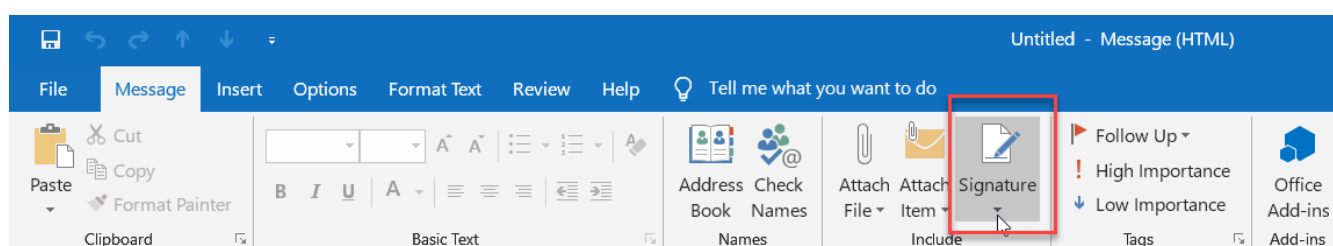


# Creating/Editing a Signature

1. Open a new email message.

2. Select **Signature > Signatures** from the **Message** menu.

Depending on the size of your Outlook window and whether you're composing a new email message or a reply or forward, the Message menu and the Signature button might be in two different locations.



3. Under **Select signature to edit**, choose **New**, and in the **New Signature** dialog box, type a *name* for the signature.

4. Under **Edit signature**, compose your signature. You can change fonts, font colors, and sizes, as well as text alignment. If you want to create a more robust signature with bullets, tables, or borders, use Word to format your text, then copy and paste the signature into the **Edit signature**.

Signatures and Stationery

**E-mail Signature** | Personal Stationery

Select signature to edit

- replies
- work

Buttons: Delete, New, Save, Rename

Choose default signature

E-mail account: [ ]


New messages: work

Replies/forwards: replies

Edit signature

Calibri 11 B I U Automatic [ ] [ ] [ ] [ ] Business Card [ ] [ ]

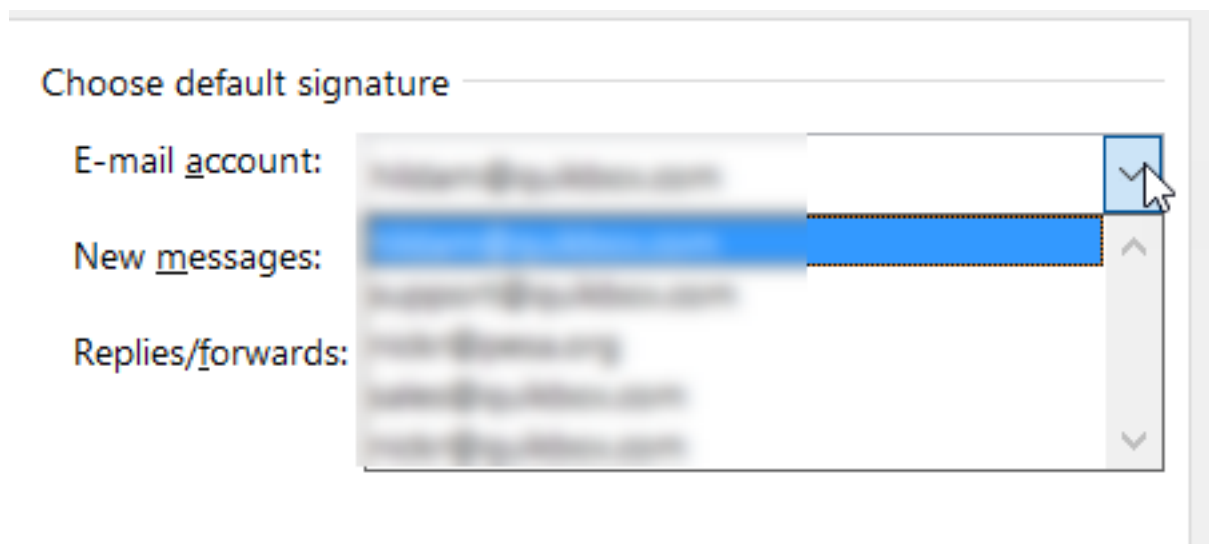
Thank you,  
Hilda Mwangi  
Assistant IT Solutions Engineer

 THE OFFICE APPLIANCE

OK Cancel

5. Under **Choose default signature**, set the following options for your signature:

In the **E-mail account** drop-down box, choose an email account to associate with the signature. You can have different signatures for each email account.



If you want your signature added to all new messages by default, in the **New messages** drop-down box, select one of your signatures. If you don't want to automatically add a signature to new messages, choose (none). This doesn't add a signature to any messages you reply to or forward.

If you want your signature to appear in the messages you reply to and forward, in the Replies/forwards drop-down, select one of your signatures. Otherwise, accept the default option of (none).

Online URL: <https://support.quikbox.com/article.php?id=48>