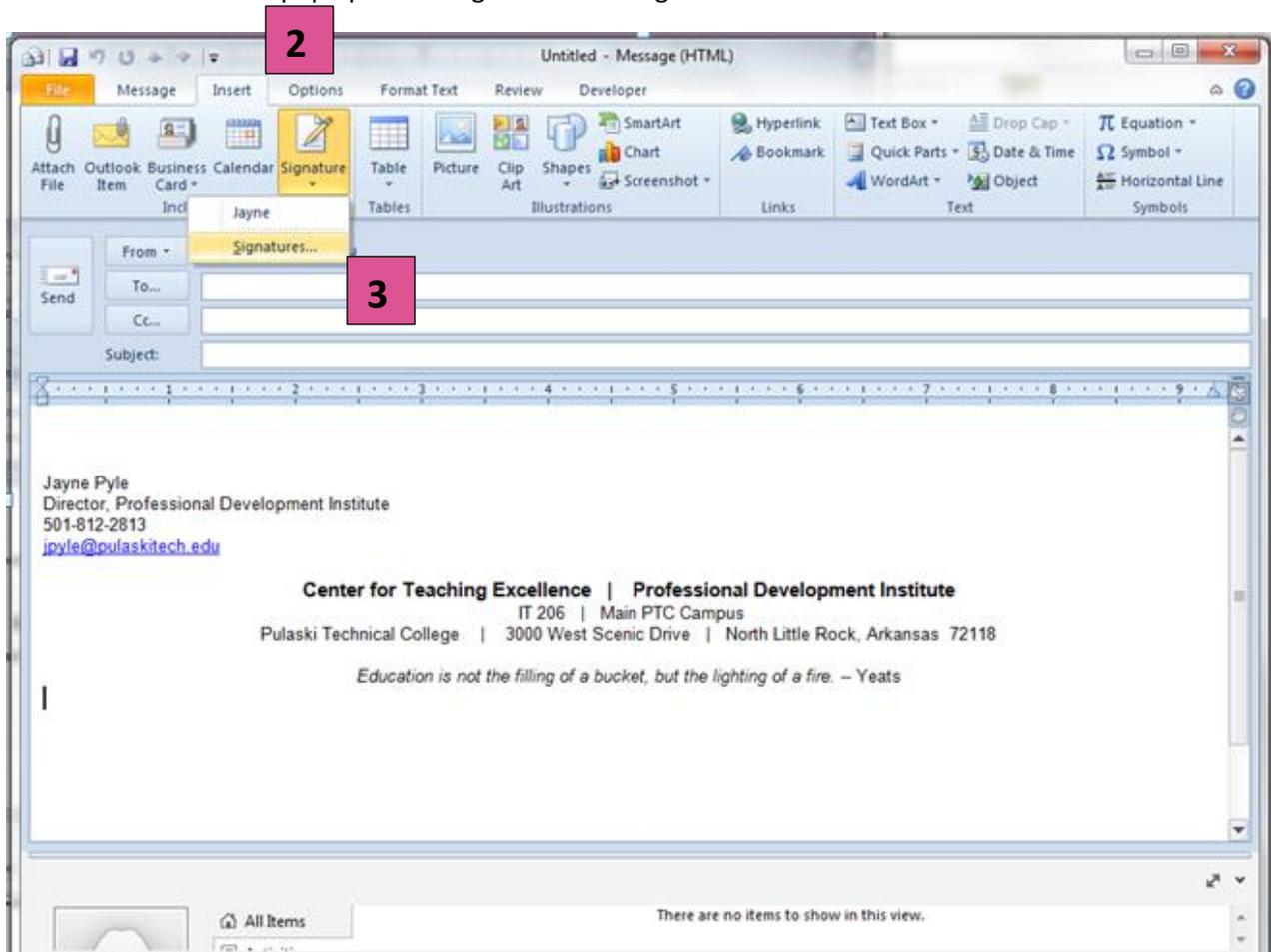


## Outlook Signature Lines

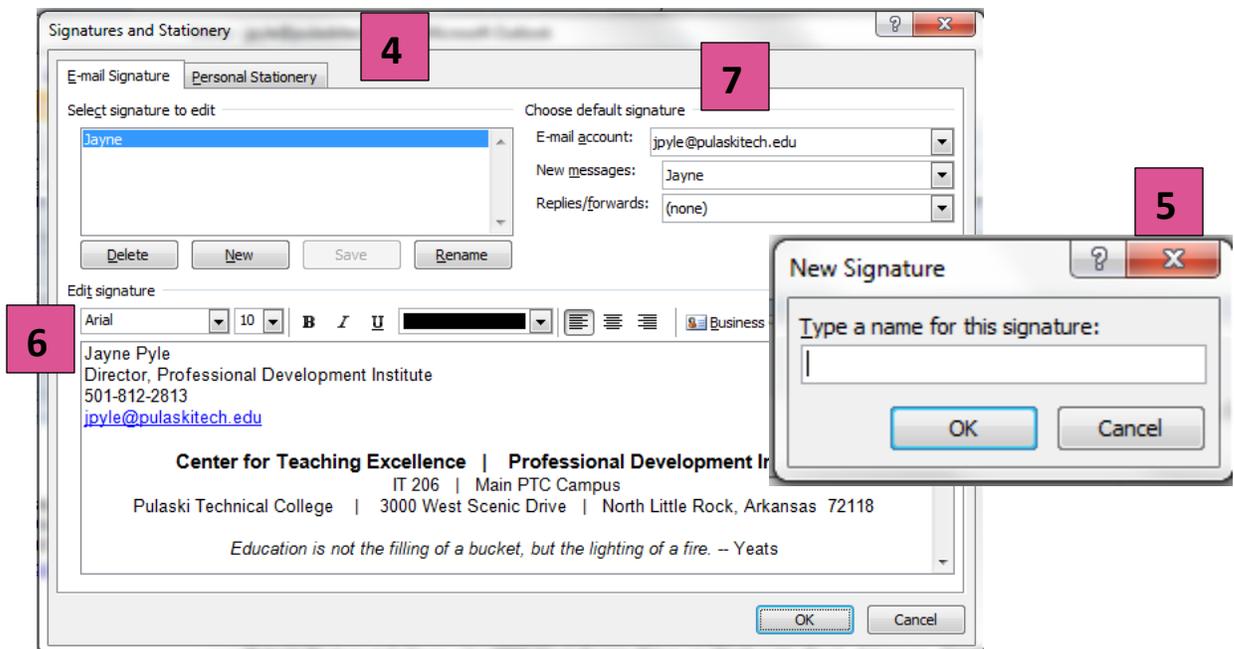
A Signature Line is a block of text found at the end of email messages. Usually, the text contains contact information, but it may also include images, quotes, and other information. When you create a Signature Line in Outlook, you create a text block that goes at the end of your email automatically. You have options to have the signature added to new messages or to replies to messages. You can also setup multiple signature lines to use for different occasions.

### How to Set Up a Signature Line

1. Open a new email (click New Email under the Home tab).
2. Click Signature on the Insert tab, in the Include section.
3. A small box will pop up. Click "Signatures" to begin.



4. This brings you to the Signatures and Stationery dialog box. Click the "New" button to create a new signature (see next images).
5. A pop-up box will appear. Type a name for the signature and select OK.
6. Type your signature line in the box at the bottom of this window. Format it using the tools under "Edit signature."



7. Under “Choose default signature,” (top right of window) make changes as needed.
  - a. Beside “New messages,” select the signature line you wish to include with all new messages. If you do not wish to add one to new messages, select “none.”
  - b. Beside “Replies/forwards,” select the signature line you wish to include with any email that reply to or that you forward. Many people select “none” on this, to avoid cluttering the email.
  - c. To manually add a signature as you need it, select “none” for both boxes. When you want to include a signature line, you can go to the Insert tab, choose “Signature,” and then select the signature you wish to add.
8. Select “OK.” Your signature line is now ready to use.