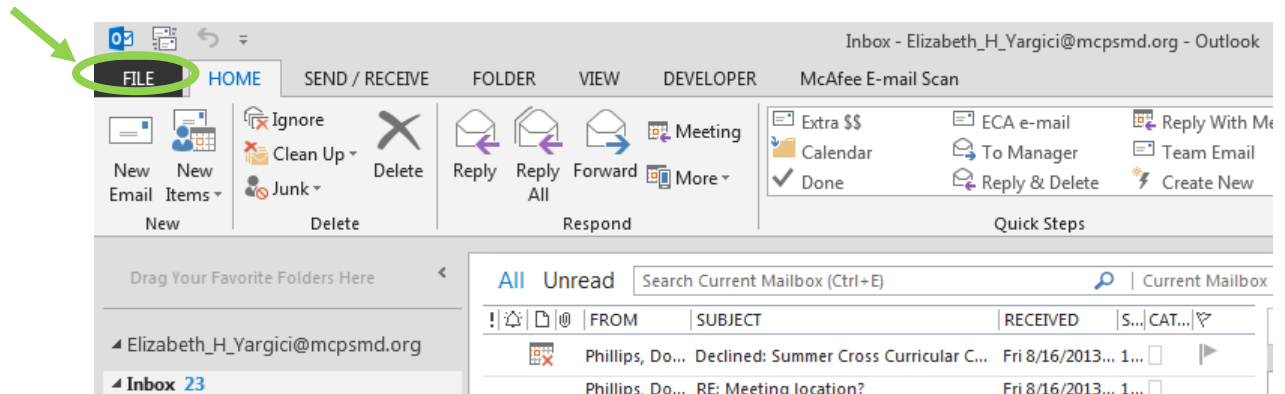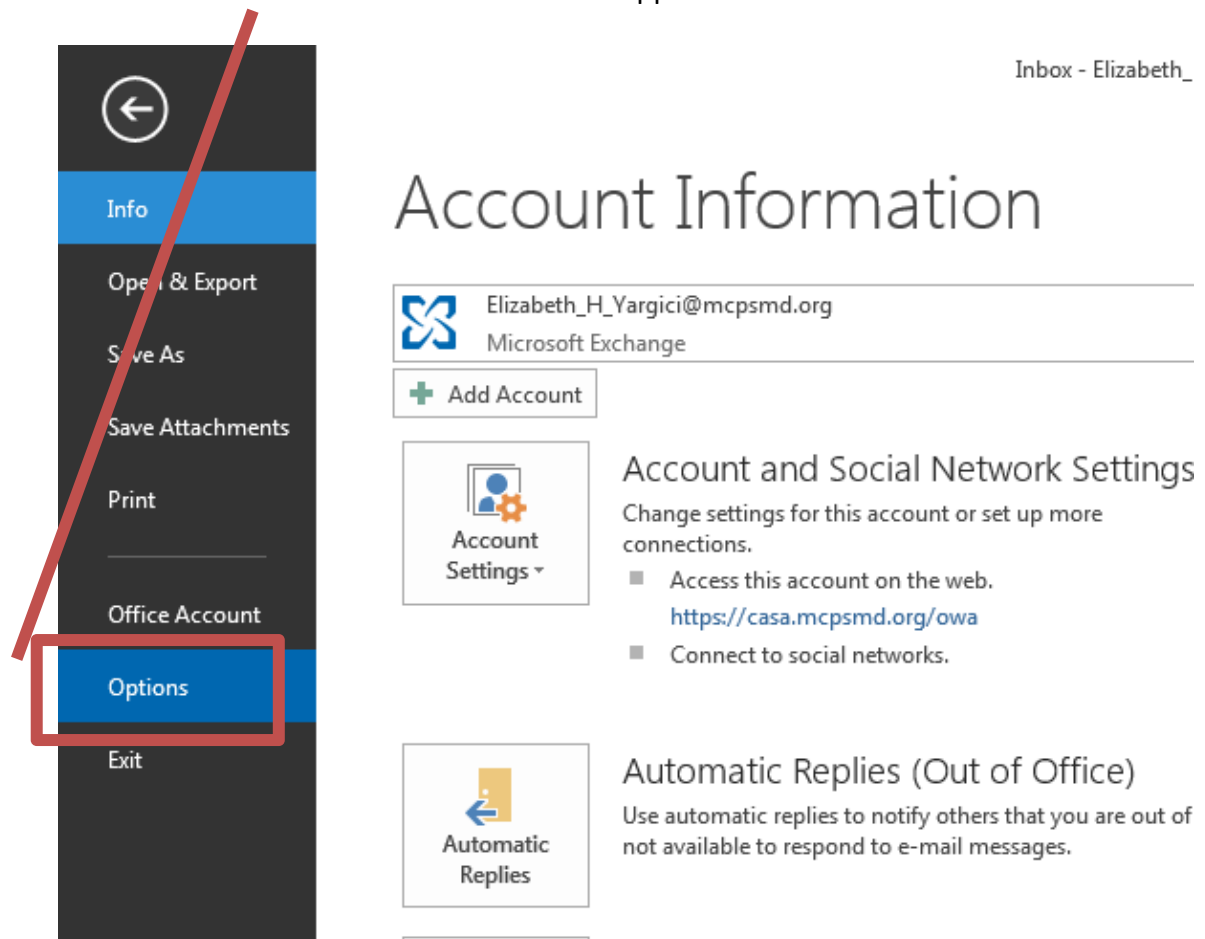# HOW TO ADD A SIGNATURE TO OUTLOOK (2013)

1. Click the "**FILE"** tab ... and select 'Options'
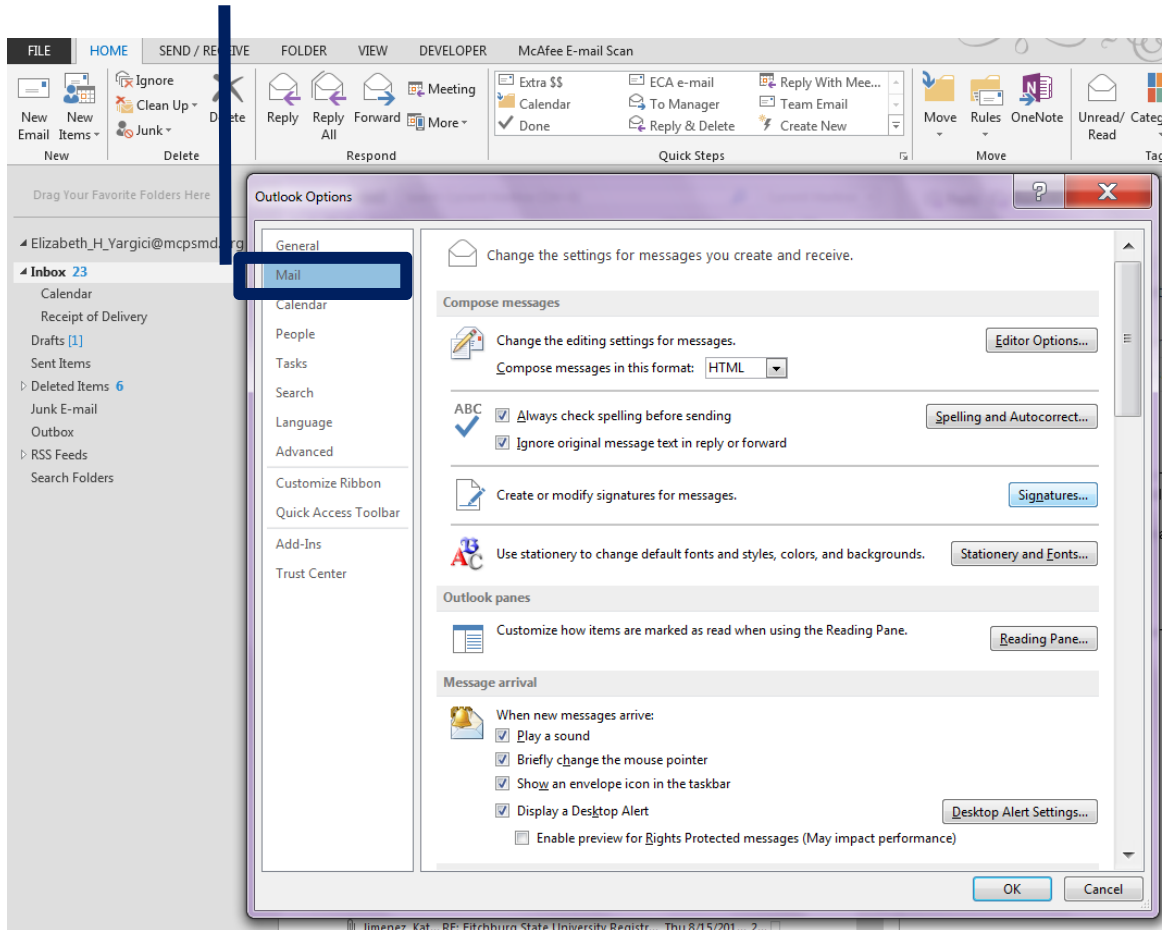

AND THEN

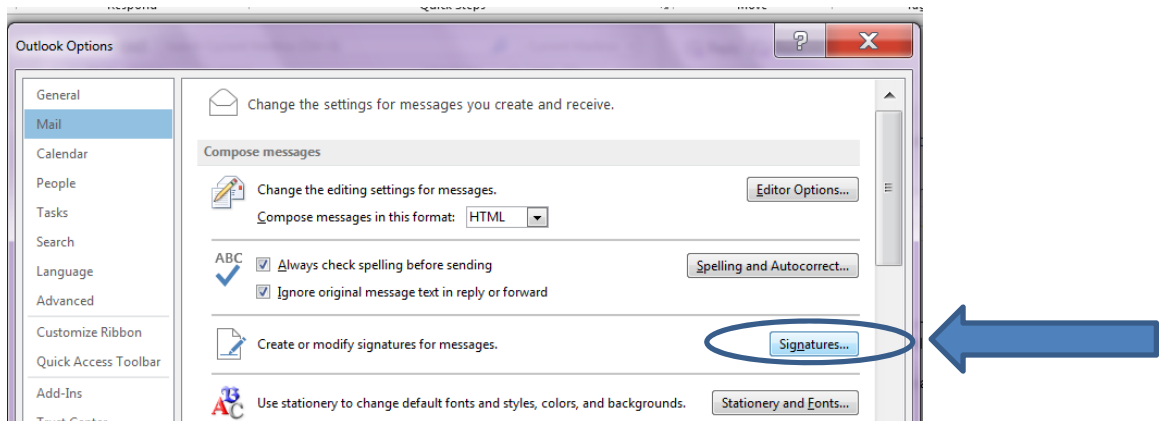2. Select **"OPTIONS" fr**om the new menu that appears

HOW TO ADD A SIGNATURE TO OUTLOOK (2013)

3. Select **'MAIL"** from the box that opens...

4. Then, click the **"SIGNATURES"** button...

5. Click on 'New' and give your signature a *NAME*, then click 'OK'... ☺

HOW TO ADD A SIGNATURE TO OUTLOOK (2013)

6. In the 'Edit Signatures' box below, type in the signature you would like to use… (Feel free to use the text editing tools to change the font, color, size etc. You can even insert a picture!)

7. Repeat the signature creation process (step 5-6) for any different signatures that you want to have.

8. Next, click the drop-down box in 'New Messages' and select the signature you created that you would like to use for all "New Messages"

9. Now, click the drop=down box in 'Replies\forwards' and select the signature you created that you would like to use for all 'Replies\forwards'

10. Click **"OK"** and then "**OK**" again and you are done!!! ☺