Create an email signature – Desktop App

1. Sign in to Outlook.com and select **Settings** ⚙️ > **View all Outlook settings** at the top of the page.

2. Select Mail >**Compose and reply**.

3. Under **Email signature**, type your signature and use the available formatting options to change its appearance.

   ♦ If you want your signature to appear at the bottom of all new email messages that you compose, select the **Automatically include my signature on new messages I compose** check box.

   ♦ If you want your signature to appear on messages that you forward or reply to, select **Automatically, include my signature on messages I forward, or reply** to check box.

   ♦ If you don't select these options, you can manually add your signature to a selected message. For details, see **Manually add your signature to a new message**.

4. Select **Save** when you›re done.

Manually add your signature to a new message.

If you've created a signature but didn't choose to add it to all outgoing messages automatically, you can add it later when you write an email message.

1. Go to your mailbox and choose **New message.**

2. Type your message, and then choose ••• > **Insert signature** at the bottom of the compose pane.

3. When your email message is ready, choose **Send**.

Creating a signature in Outlook on iPhone and Android

1. Open the Outlook mobile app and go to **Settings**.

2. Tap on your account and then tap **Signature**.

3. Enter your desired signature text in the box provided.