

How to Create a Signature in Microsoft Outlook

1. With *Microsoft Outlook* open, click on **Tools** on the main menu.
2. From the drop-down list, click on **Options**.
3. Click on the **Mail Format** tab on the dialog box.
4. At the bottom of the box, click on the **Signatures** button.
5. Another dialog box pops up. On it, click on the **New** button to create a new signature for your messages.
6. On the third pop-up box, click in the box under **Enter a name for your new signature** and type in a name for the signature (like Ben).
7. Under #2, click on the button beside **Start with a blank signature**.
8. At the bottom of the Create New Signature box, click on **Next**.
9. On the box that appears, click in the white area under Signature text and type your signature the way you want it to appear at the bottom of your emails. You can make changes to the font style and color by clicking on the Font button here.
10. When your signature looks the way you want it, click on the **Finish** button.
11. Close the other boxes by clicking on **OK**.