

ITD Fact File:

Outlook- Creating Signatures (Exchange)



Information Technology Directorate – UNE Microsoft Exchange Project

Open a new ‘Mail Message’.

In the new email ribbon click ‘Signature’ and release.

To create new signatures select ‘New’. In the text box, create your signature.

To make this your default signature, go to new messages, open the drop menu and select the newly created signature (Joe). Click ‘OK’. Outlook will now put the signature into all new emails by default. The same can be done to replies/forwards by using the box below.

To access the ‘Signatures’ option manually go to ‘File’ → ‘Tools’ → ‘Options’.

