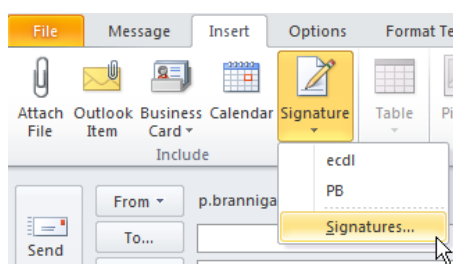
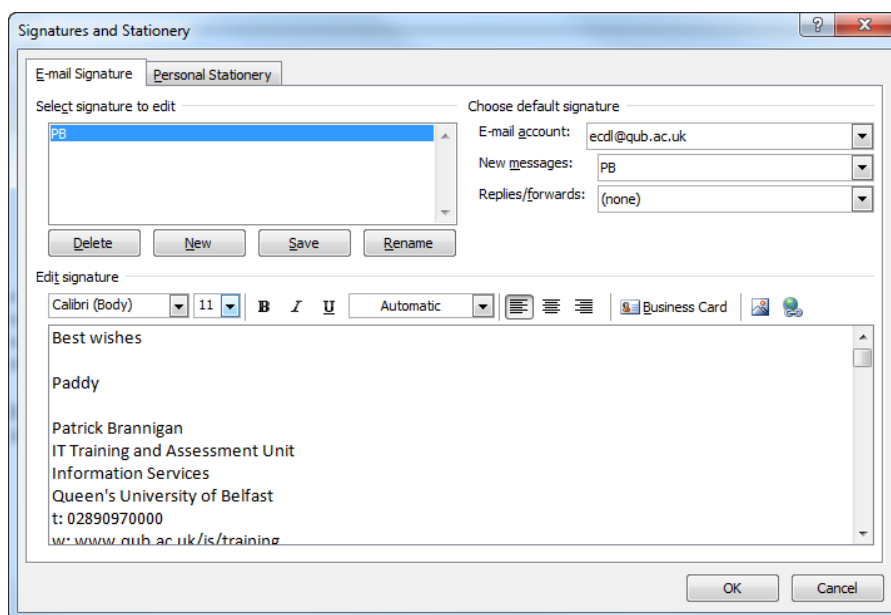


## Insert an Automatic Signature (Outlook and Outlook Web Access)

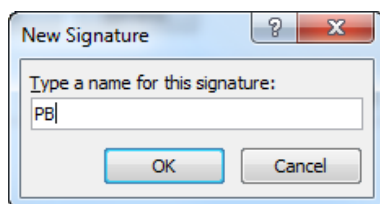
- An Automatic Signature can be created by a user and then saved by Outlook for future use in email messages.
  - A Signature can be your name, address, job title, etc., or any other information you deem appropriate.
  - You can create more than one Signature, e.g., one for a certain role in work, one for a different role.
1. Open a new message. On the **Message** tab, in the **Include** group of commands, click **Signature**, and then click **Signatures**.



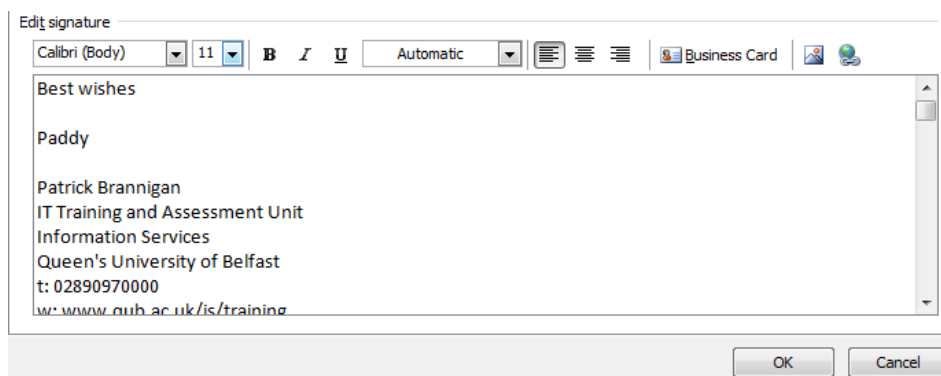
This displays the Signatures and Stationery dialogue box.



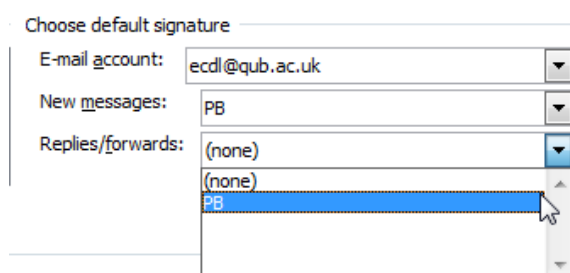
2. On the E-mail Signature tab, click **New**. Type a name for the signature and then click OK.



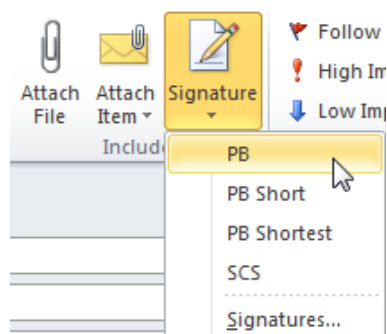
3. In the **Edit signature** box, type the text that you want to include in the signature (e.g. your name, department, telephone number, etc.).



4. Select whether you want to use the Signature for **New** messages and/or **Replies/Forwards**. Click **OK**.



5. In the **Include** group, click the Signature you wish to use:

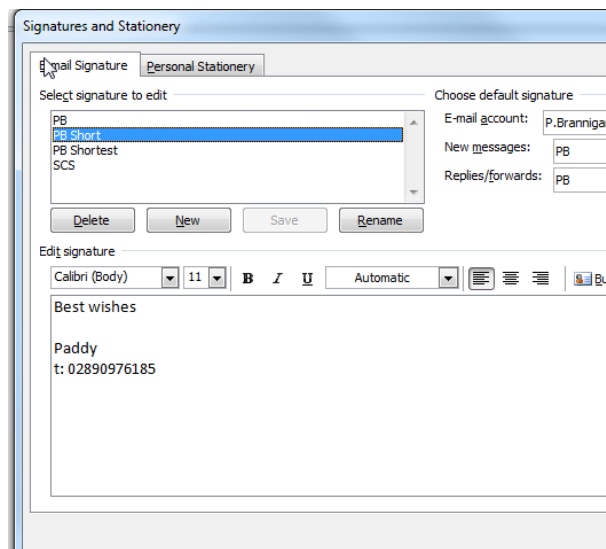


### Outlook Web Access Signatures

1. At the top of the Outlook Web Access page, click **Options**.
2. In the **E-Mail Signature** box, enter your signature as required.
3. To add your signature to all outgoing messages, click the check box, **Automatically include my signature on outgoing messages**.
4. Click Save (top of the page)

### Some tips

- Devise a shortened version of your sign-off for communicating, for example, internally within your department.



- It is helpful to have no spaces in the telephone number as this makes it easier for mobile phone users to ring numbers given as part of a signature.
- You are advised not to have highly formatted signatures or embedded images as images take up storage space; and not all email users use Outlook with its sophisticated formatting.