

How to Create a Signature in Microsoft Outlook

1. Open a new message
2. Insert an image > right-click on the image > point to Text Wrapping > select Square.
3. Start adding text next to the image. You will finally create something like this:



Evelyn Li

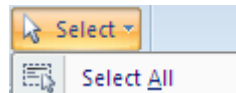
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did you ever notice how many students have computers with broken **shift** keys

4. Go to Format Text tab > click on Select from Editing group >

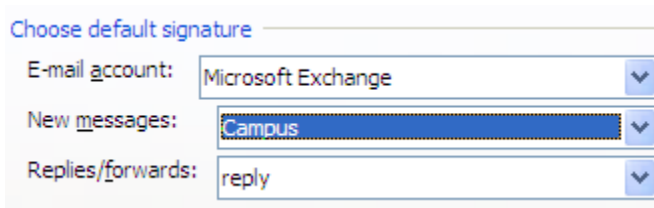


choose Select All.

5. Click the Copy  icon from the Clipboard group.

(OR -- you can just copy the sig file from one of the email messages sent by you. Remember to copy before and after the entire sig file.)

6. Go back to Outlook > Tools menu > Options > Mail Format tab > click on Signatures...
7. Click on New button > then paste the text/image onto the editing area by right-clicking on the page and then choose Paste.
8. Select appropriate signature files for sending New Message or Replies/Forwards.
9. Click OK twice.



To choose different sig files for new messages, just go to Insert ribbon > click Signature drop-down menu from Include group.