

**OPEN SANS**

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Create an email signature in Outlook

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](https://outlook.live.com/mail/options/mail/messageContent).
3. Under Email signature, type your signature and use the available formatting options to change its appearance.

Note: You can have only one signature per account.

* + 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 the 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](https://support.microsoft.com/en-us/office/create-and-add-an-email-signature-in-outlook-com-776d9006-abdf-444e-b5b7-a61821dff034#bkmk_manuallyadd_beta).
1. Select Save when you're done.

Note: You can always return to the Compose and reply page and select or clear the check box for automatically including your signature.