


## Creating Signature(s)

Signature files allow a user to automatically add a predefined signature to any emails. Signature files may be created and updated as needed.

1. **Click the File tab and select Options.**  
*The Outlook Options window opens.*
2. **Click on Mail.**
3. **Click the Signatures button.**

*The Signatures and Stationery window opens.*

 **Note:** *If signatures were previously created, they will appear in the Select Signature field and may be edited at any time.*

4. **Click the New button.**
5. **Enter a name for the New Signature and then click the OK button.**
6. **Edit the signature.**
7. **Click the OK button.**

*Your new signature is created and stored with your account profile and may be added to emailed items as desired.*

