

# Creating a Signature in Outlook 2013

Article Number: 226 | Rating: Unrated | Last Updated: Nov 5, 2014 at 2:02 PM

## ISSUE

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## ENVIRONMENT

Windows

Outlook 2013

## RESOLUTION

Retyping your contact information every time you send an email can be time consuming and tedious. By creating a personalized signature, you can automatically include contact information in your email. You can even create different versions of your signature for replies or forwards.

To create a signature:

1. Open **Outlook Desktop Client**
2. On the **File** tab, click **Options**.
3. Click **Mail**, under the **Compose section** click the **Signatures...** button.
4. On the **Email Signature** tab, click **New**.
5. Enter a signature name, such as "Work" or "Personal." Enter your custom signature.
6. Click **OK**.
7. Under **Choose default signature**, for both **New Messages: and Replies/forwards:**, select the signature just created.

## CAUSE

N/A

## METADATA

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Created Date: 10:16, November 4, 2014

Modified Date: 10:16, November 4, 2014

Posted by: [Christopher Bunner](#) - Nov 4, 2014 at 10:17 AM. This article has been viewed 3759 times.

Online URL: <https://kb.csc.edu/article/creating-a-signature-in-outlook-2013-226.html>