How to setup an email signature in Outlook 2007
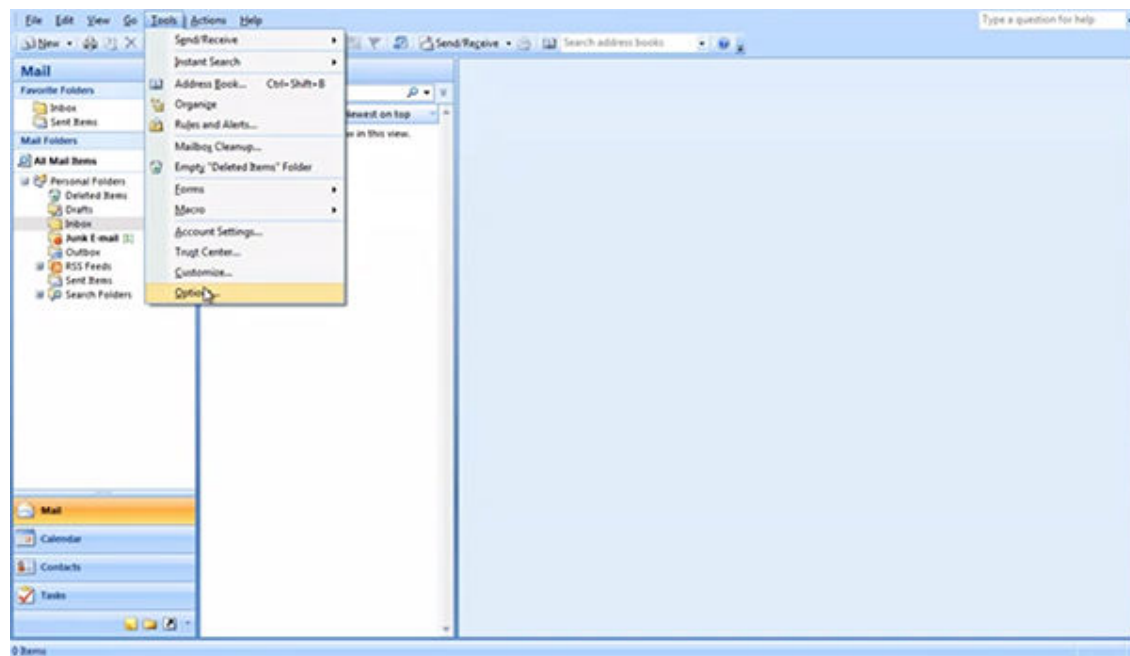
Step One:

Open Microsoft Outlook 2007.

Step Two:

Once Outlook 2007 is open, select the 'Tools' option from the Menu Bar.
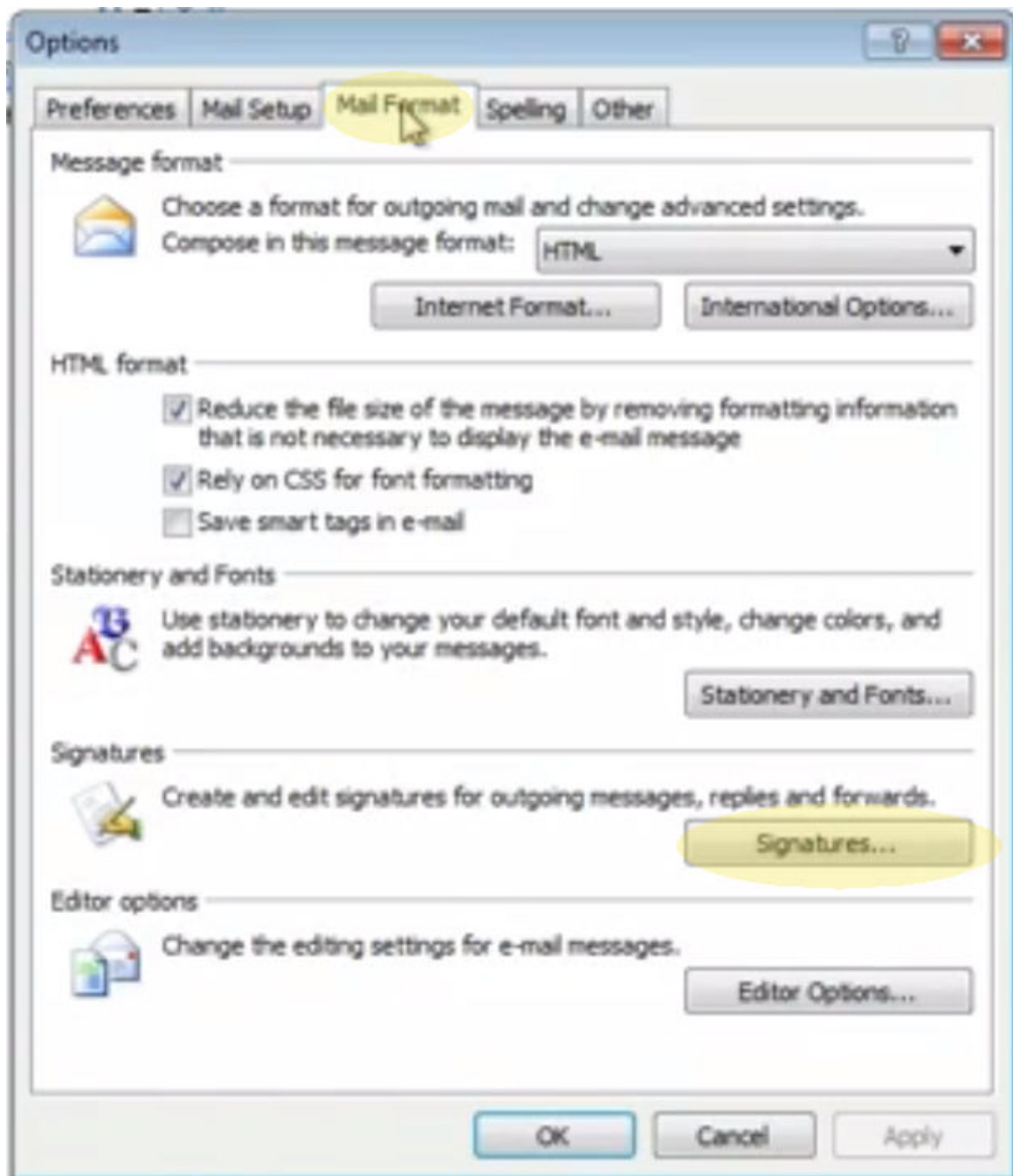
Step Three:

Once Tools menu bar has dropped down, select 'Options' from the drop down menu.


Step Four:

Once the 'Options' box has opened, select the 'Mail Format' tab in the middle, then click the 'Signatures...' button.

Step Five:

Once on the Signatures and Stationery screen, click the 'New' button and type a name for your signature. If you have multiple accounts setup in Outlook 2007, make sure that the email address at the top of the screen (highlighted in yellow below) is the correct email address you wish to assign this signature to.
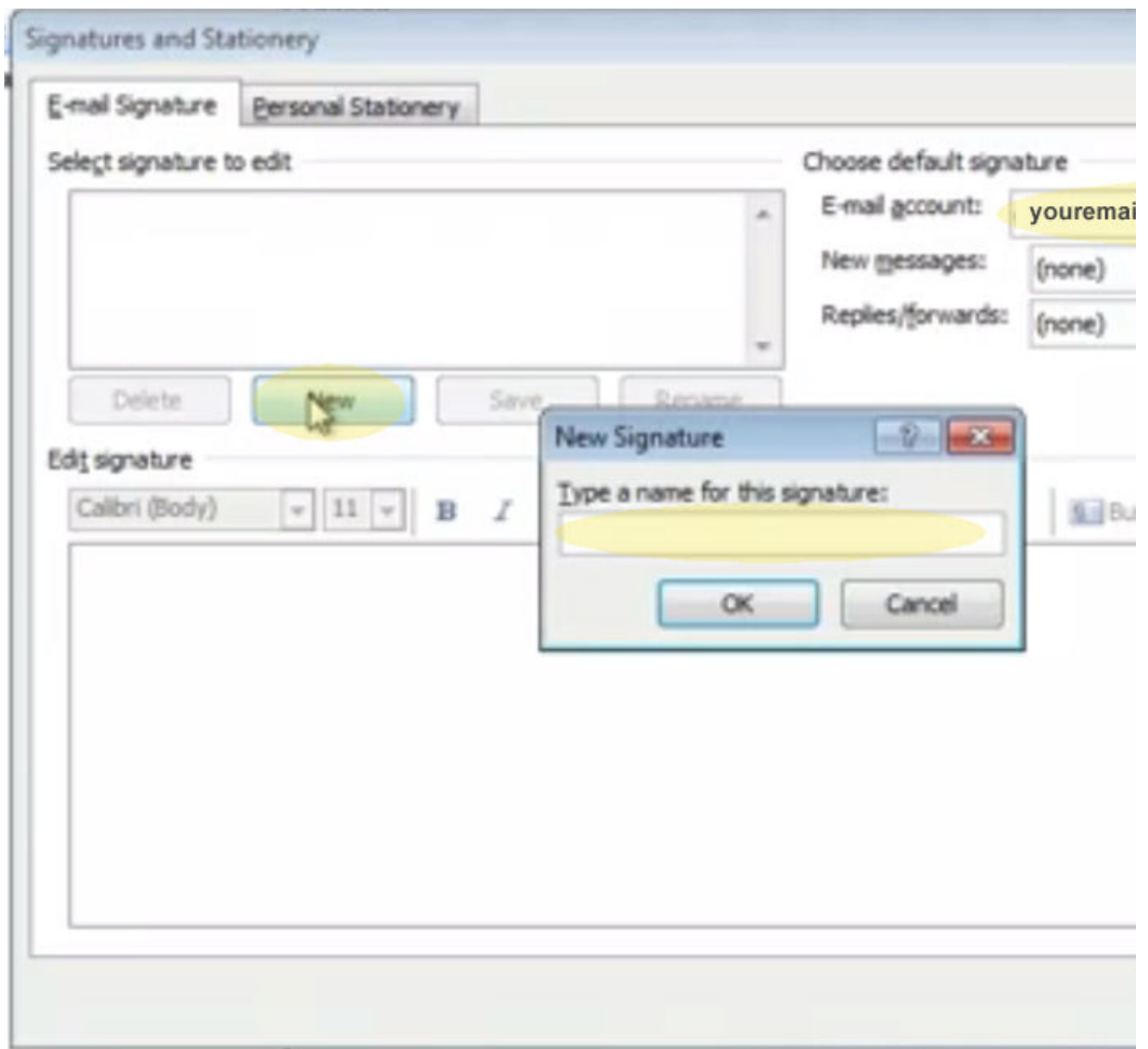
Step Six:

Navigate to where your Email Signature is saved or navigate to an online page if provided, and open it using your web browser (Chrome, Firefox, Internet Explorer, etc).
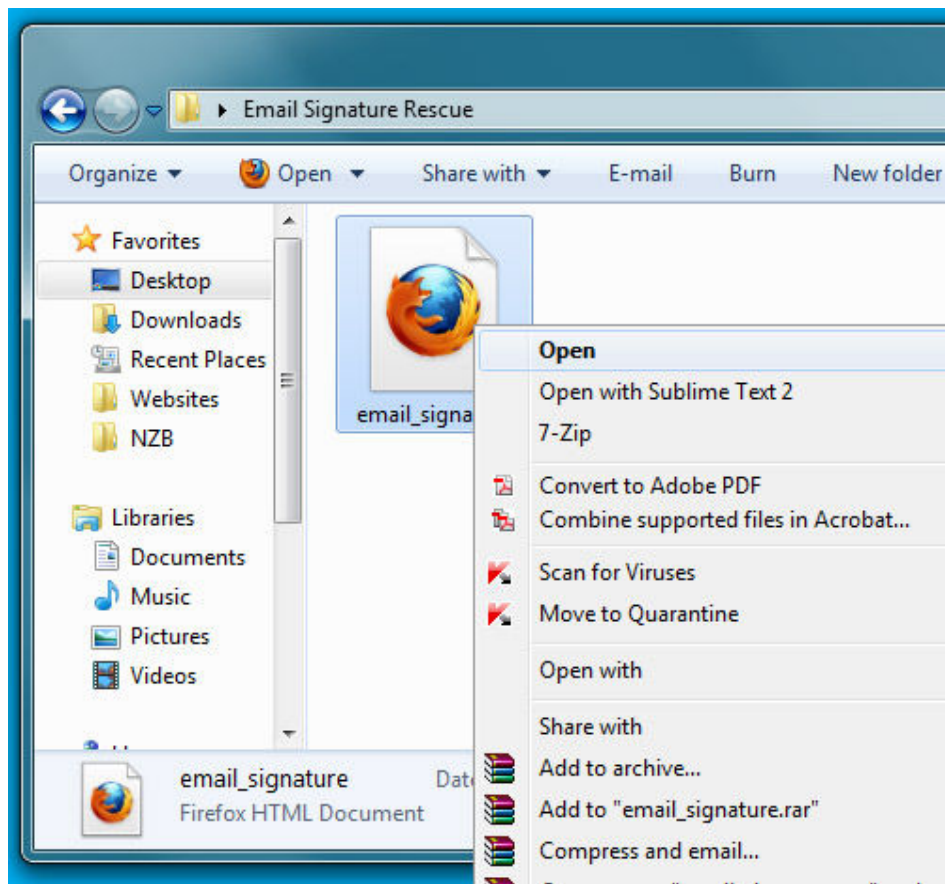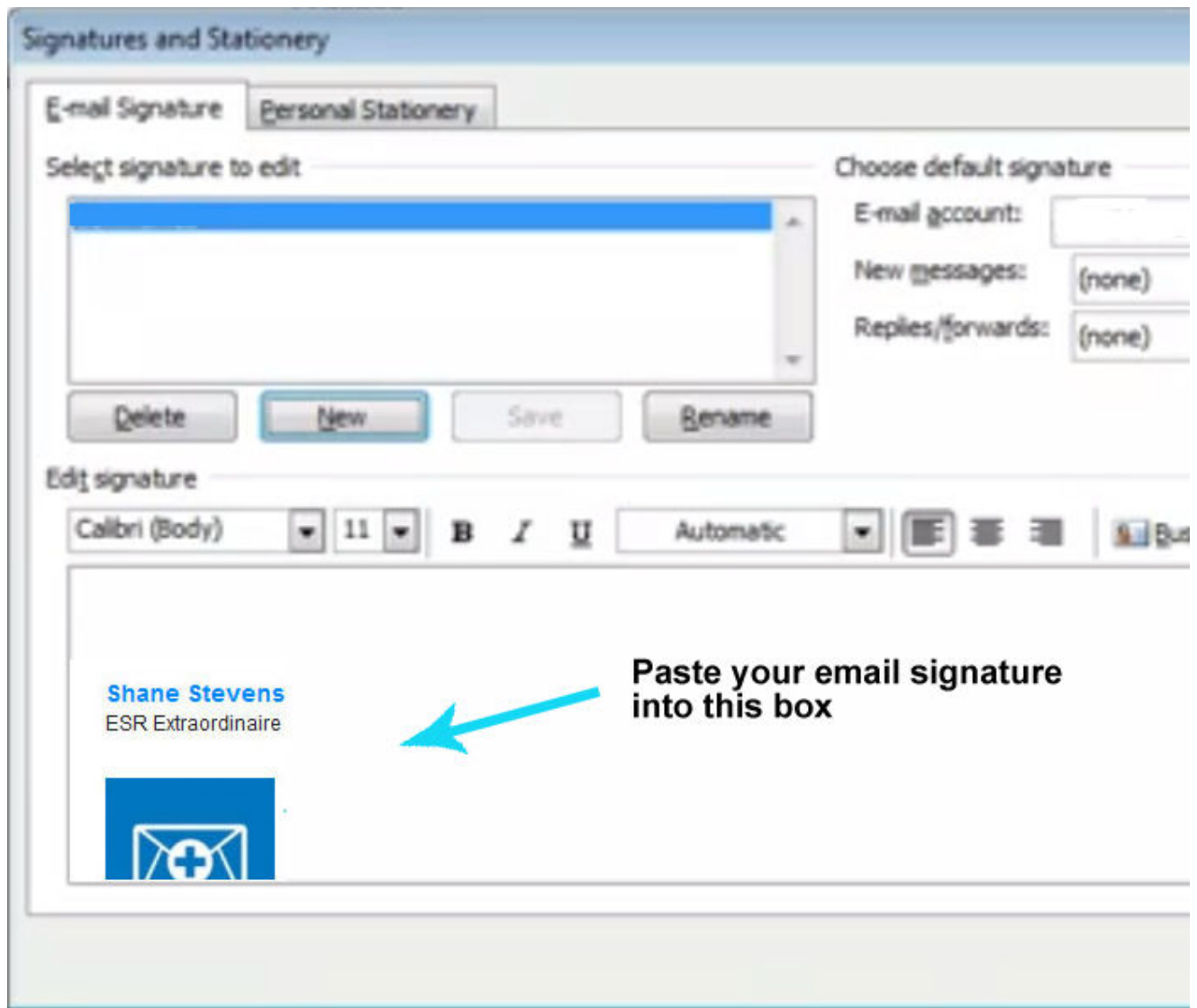
Step Seven:

Once the Email Signature is open in your web browser, press CTRL + A (Command + A for Mac) to highlight the signature, then press CTRL + C (Command + C for Mac) to copy the signature.

Alternatively, you can select Edit > Select All, then Edit > Copy, from the Toolbar if needed.
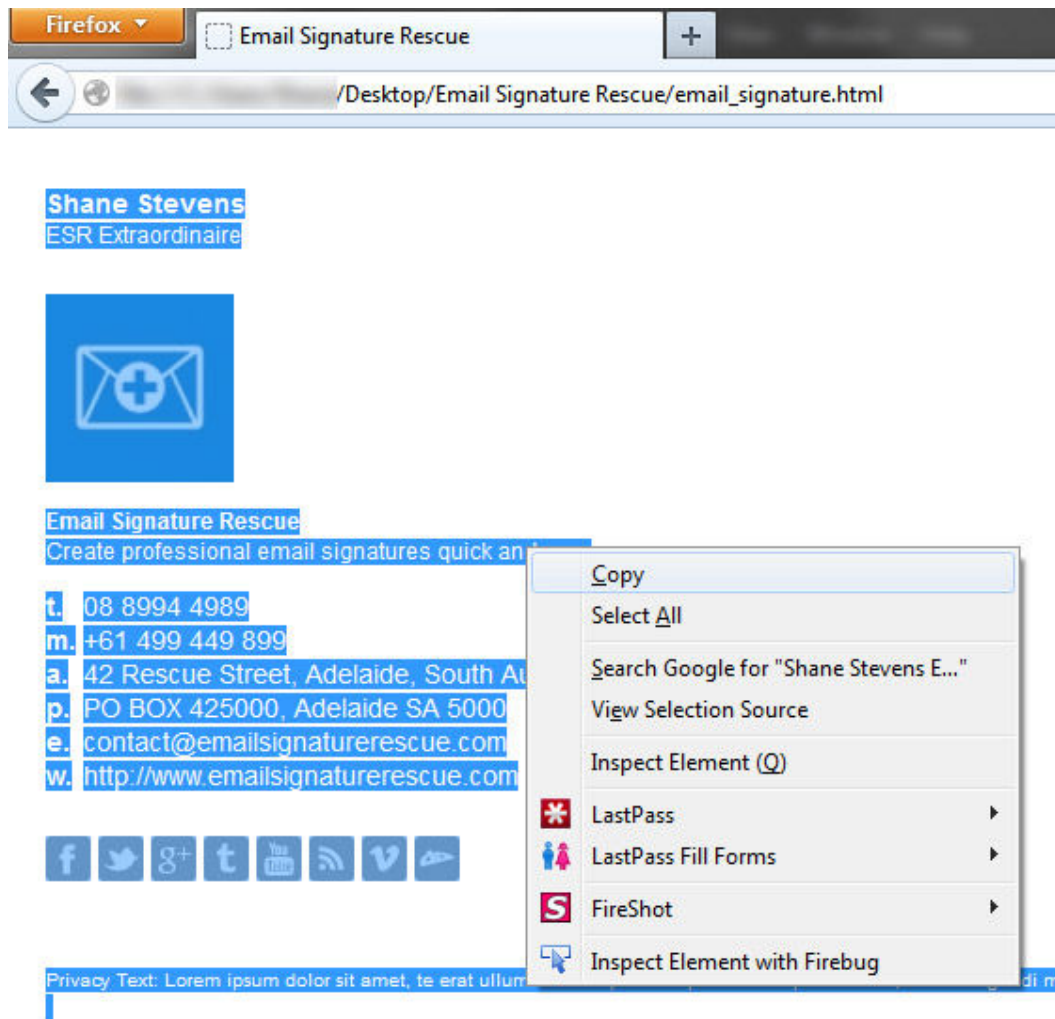
Step Eight:

Change back to Outlook 2007, and paste (CTRL + V) your signature into empty signature box.

Step Nine:

Save the settings and you're done!

You should now see your Email Signature when sending emails using Outlook 2007.