

# How to setup an email signature in Outlook 2010

## Step One:

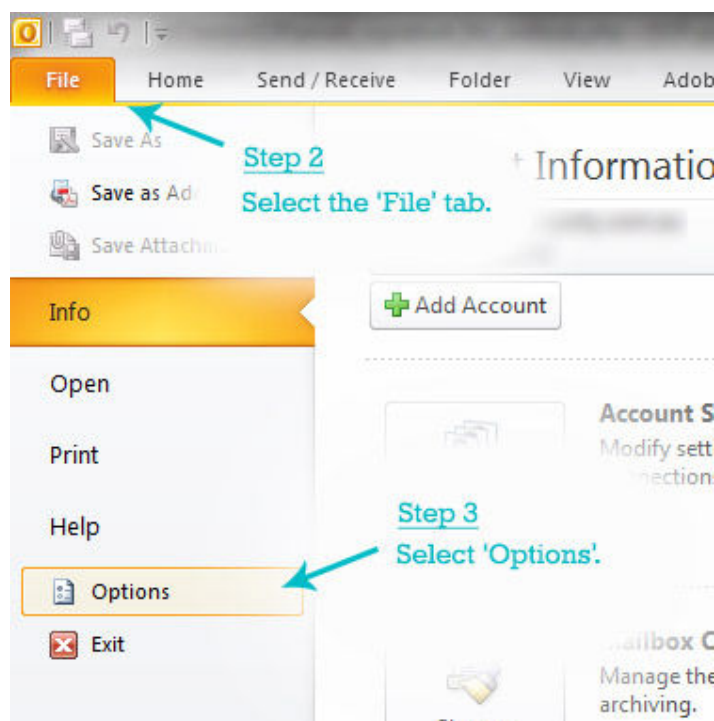
Open Microsoft Outlook 2010.

## Step Two:

Once Outlook 2010 is open, select the 'File' tab at the top right of the program on the Menu Bar.

## Step Three:

On the left hand side, click the 'Options' button.

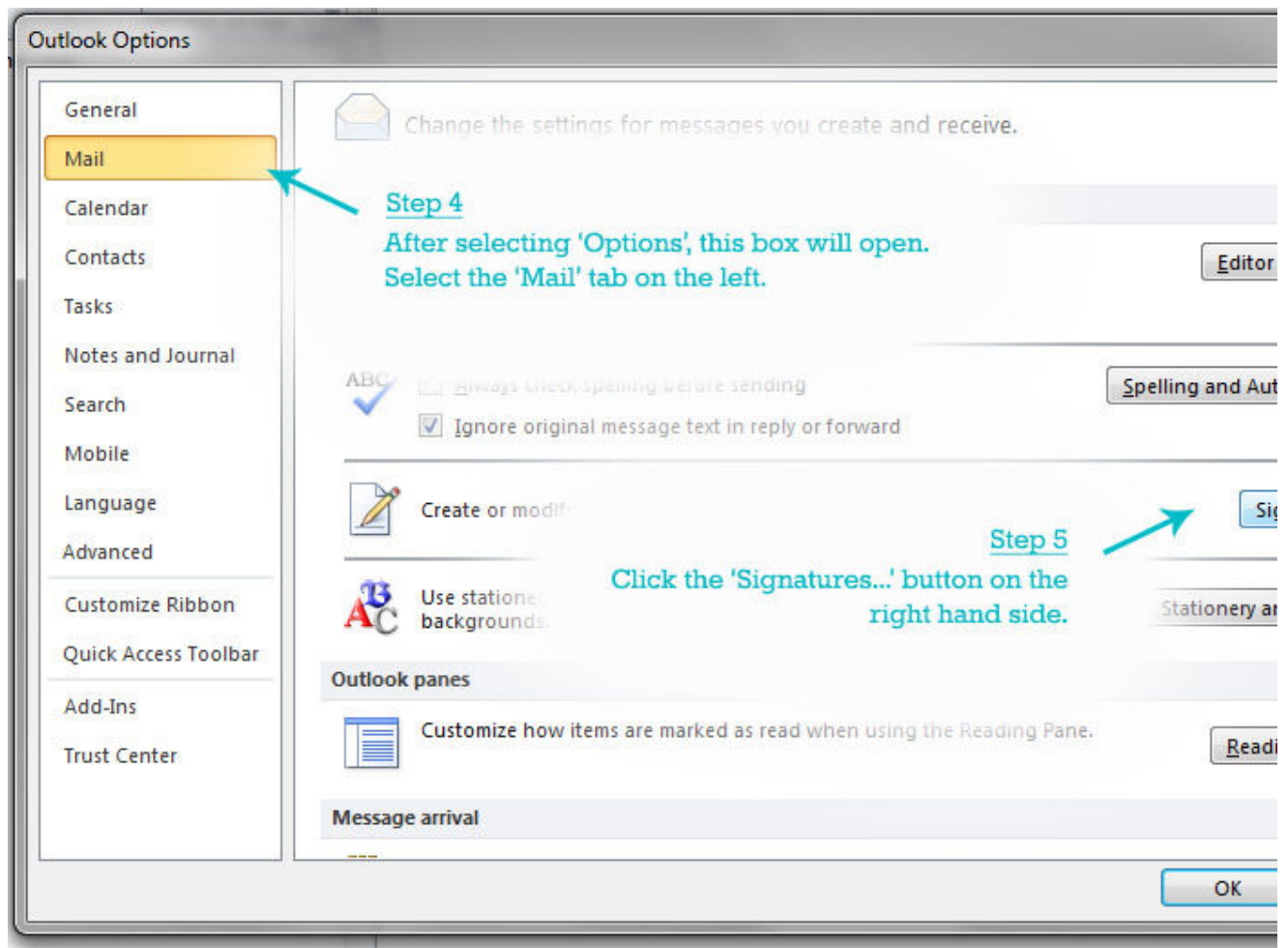


## Step Four:

Once the 'Outlook Options' box has opened, select the 'Mail' tab on the right hand side just beneath 'General'.

## Step Five:

Click the 'Signatures...' button on the right hand side.

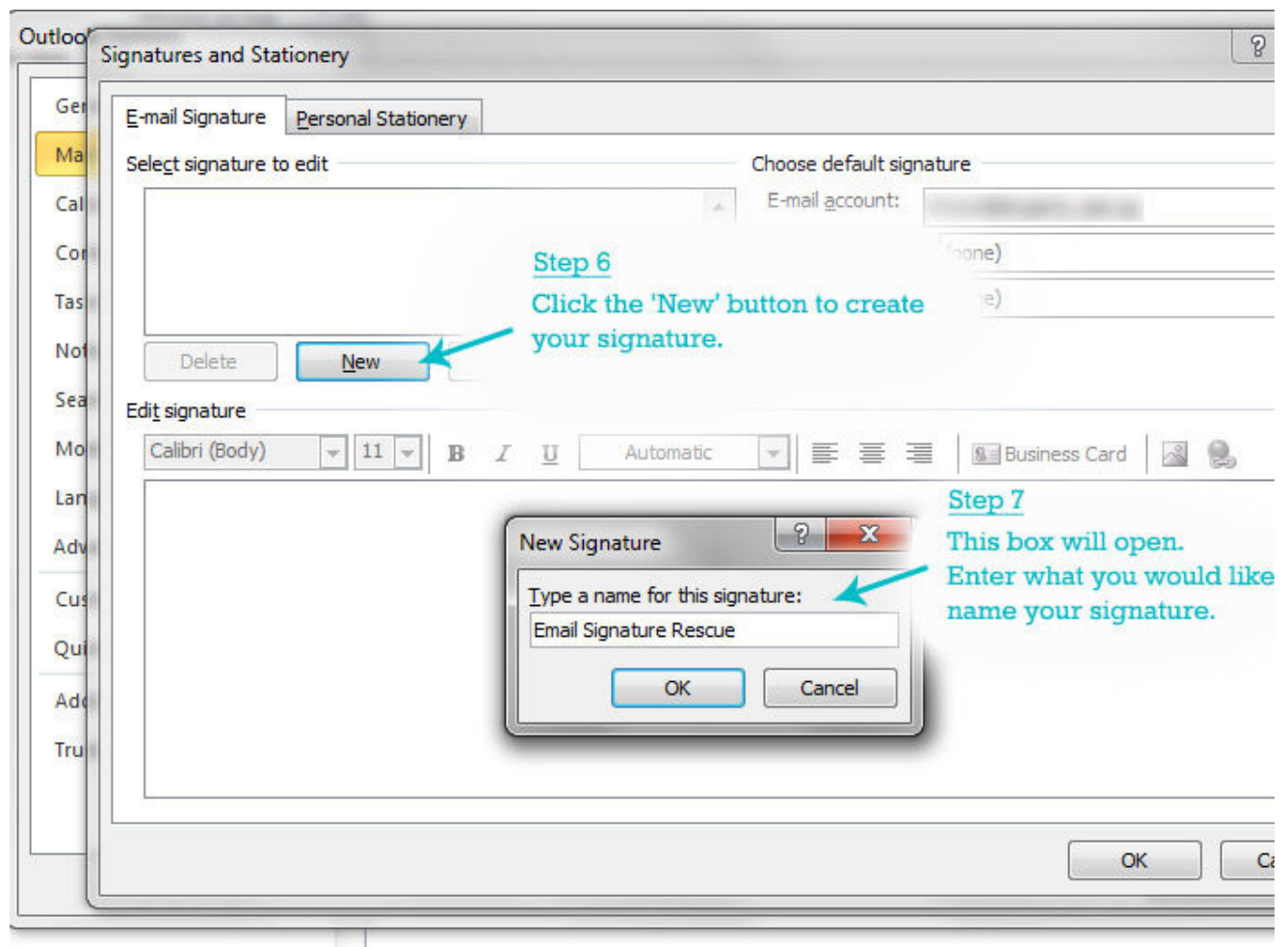


## Step Six:

Click the 'New' button to create your Signature in Outlook 2010.

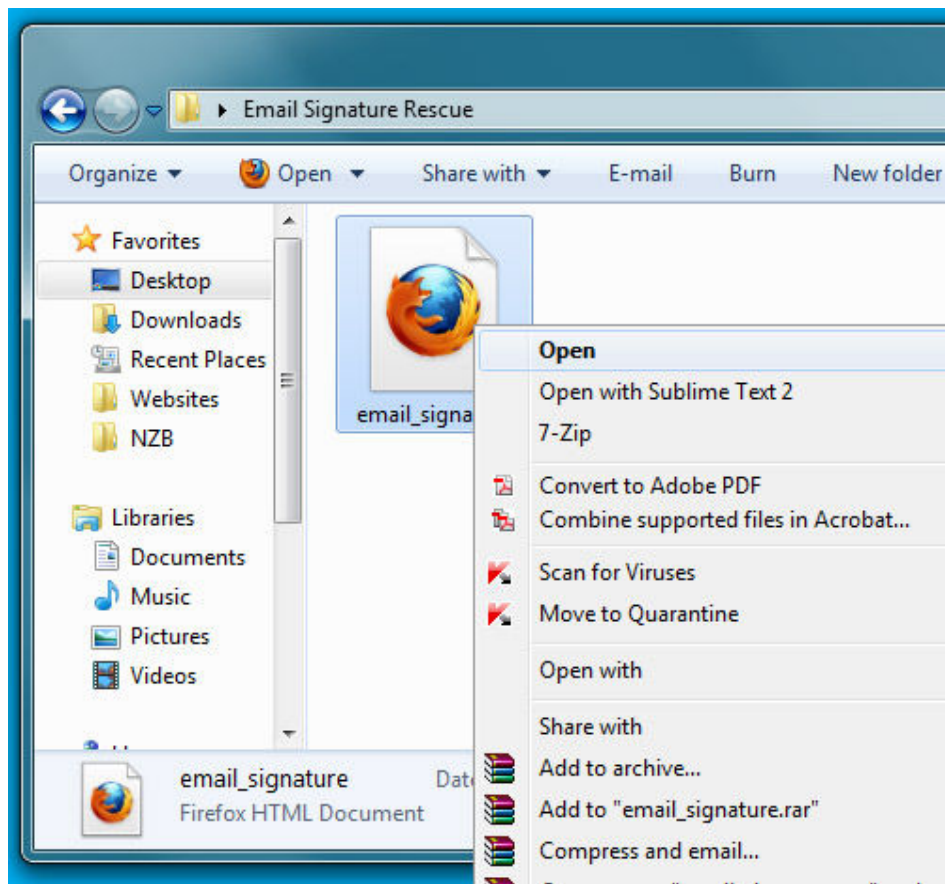
## Step Seven:

The 'New Signature' box will open. Enter what you would like to name your signature, and click 'OK'.



## Step Eight:

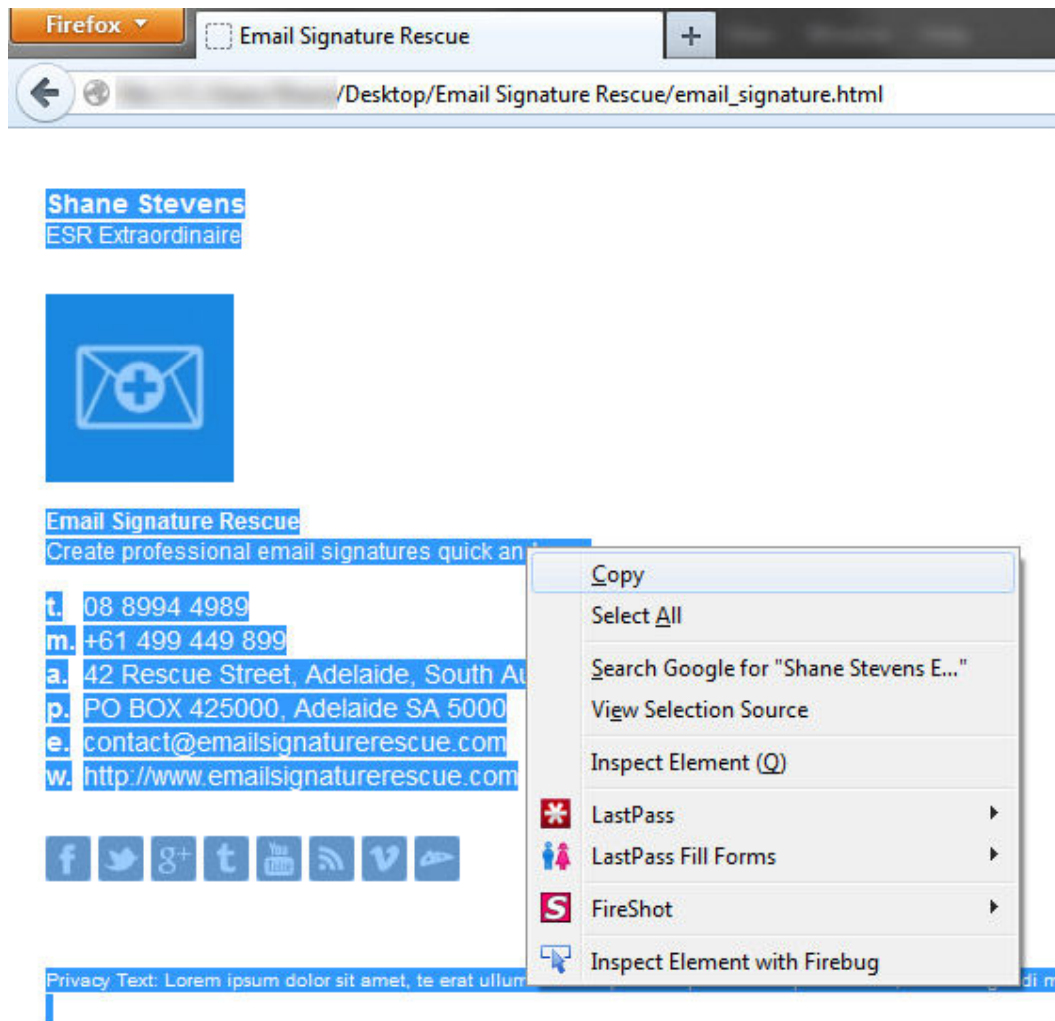
Navigate to where your Email Signature is saved or on line, and open it using your web browser.



## Step Nine:

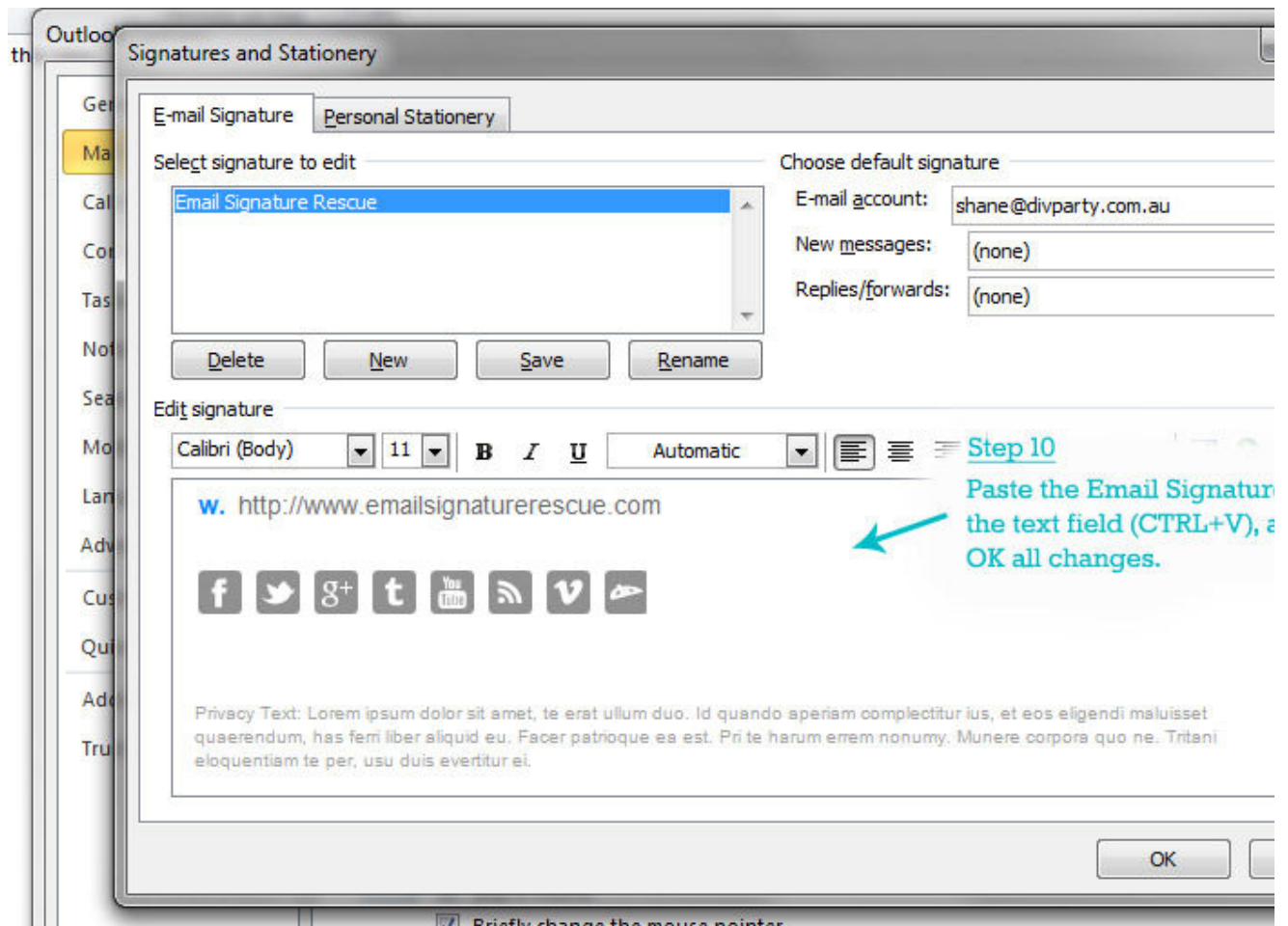
Once the Email Signature is open in your web browser, press CTRL + A (Command + A for Mac) to highlight the signature, then press CTRL + C (Command + C for Mac) to copy the signature.

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



## Step Ten:

Change back to Outlook 2010, and paste (CTRL + V) your signature into the field.



## Step Eleven:

OK the settings and you're done!

**You should now see your Email Signature when sending emails from Outlook 2010.**