

How to setup an email signature in Outlook 2013

Step One:

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

Step Two:

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.

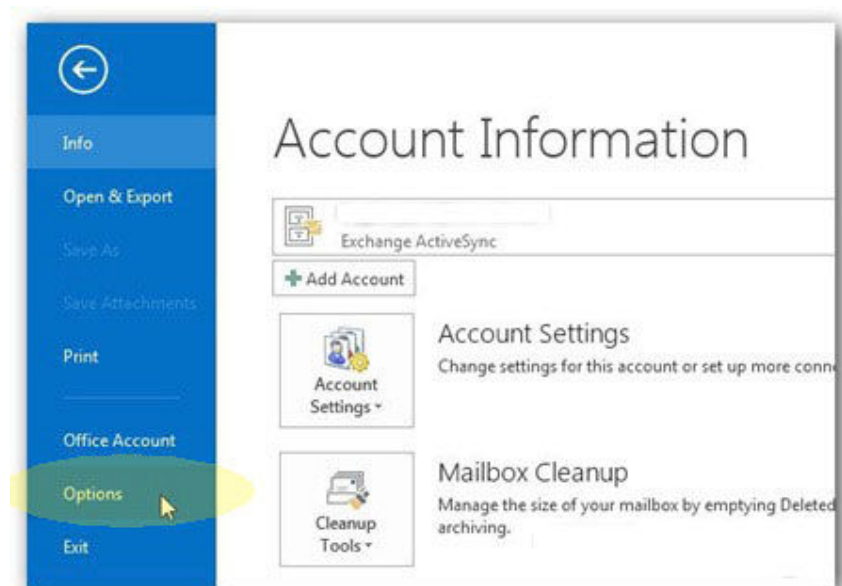
Important: Do not use your mouse to select the area, only use Ctrl + A (or Command + A) as you may miss out on grabbing some of the code.

Step Three:

Open Microsoft Outlook 2013.

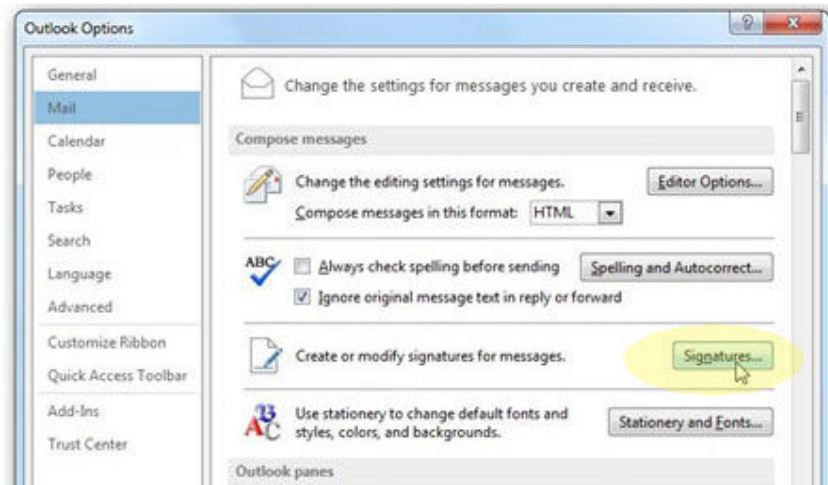
Step Four:

Once Outlook 2013 is open, click the File tab in the Outlook 2013 menu, then select Options.



Step Five:

Select Mail on the left hand side and click on the "Signatures..." button.

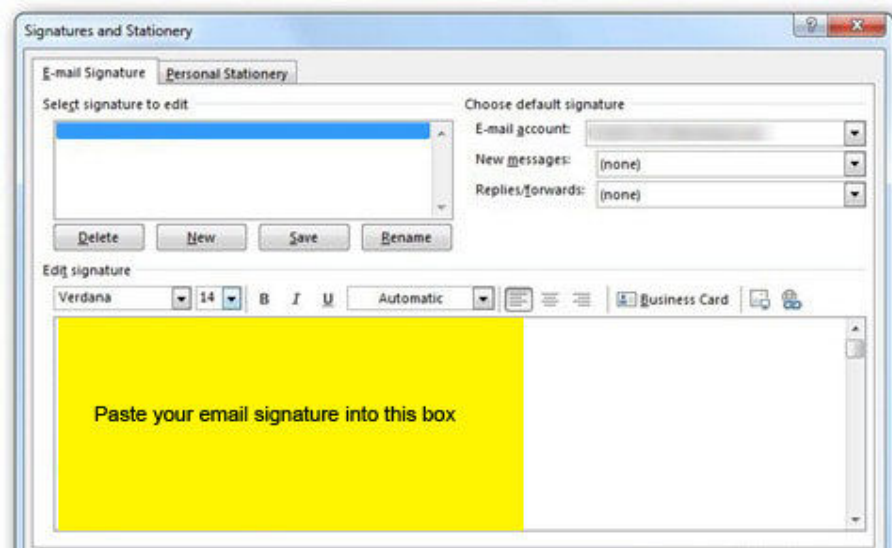


Step Six:

Click on "New" and type a name for your email signature, press OK.

Step Seven:

Paste using CTRL + V (Command + V on Mac) your signature into the field.



If the email signature preview in the settings area is cutting off your email signature, double check if your email signature is setup correctly, by composing a new email message instead.

Step Eight:

OK the settings and you're done!

You should now see your new Email Signature when sending emails using Outlook 2013.