Bennett, Coleman & Co. Ltd.

DO YOU KNOW

# How to Use Signatures in Outlook2013?

Description:

When you use Outlook 2013, you can configure Outlook to automatically insert signatures. If you have multiple email accounts in Outlook, Outlook inserts the signature assigned to the account. When you select a different account after opening the message, the signature changes with the account selection or you can right click on the signature area and select a new one.

If you don't have Outlook configured to insert a default signature and want to use a signature with a particular message, go to the Insert tab and select a signature.

1. Browse to File, Options, Mail and click on the Signatures... button to open the Signatures editor.
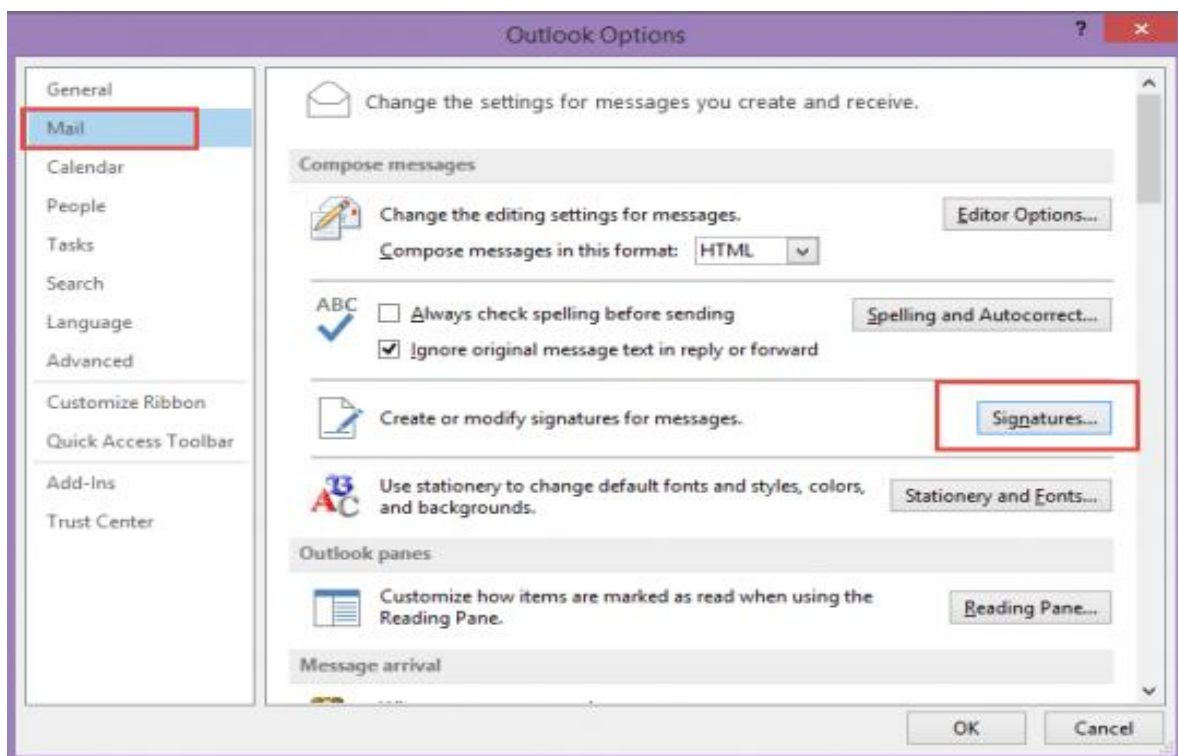
2. Click the New button, type a name for your signature then enter the text for your signature. The signature editor list limited to the basic formatting commands, however, you can copy text or images from a Word document or email message and paste into the editor.
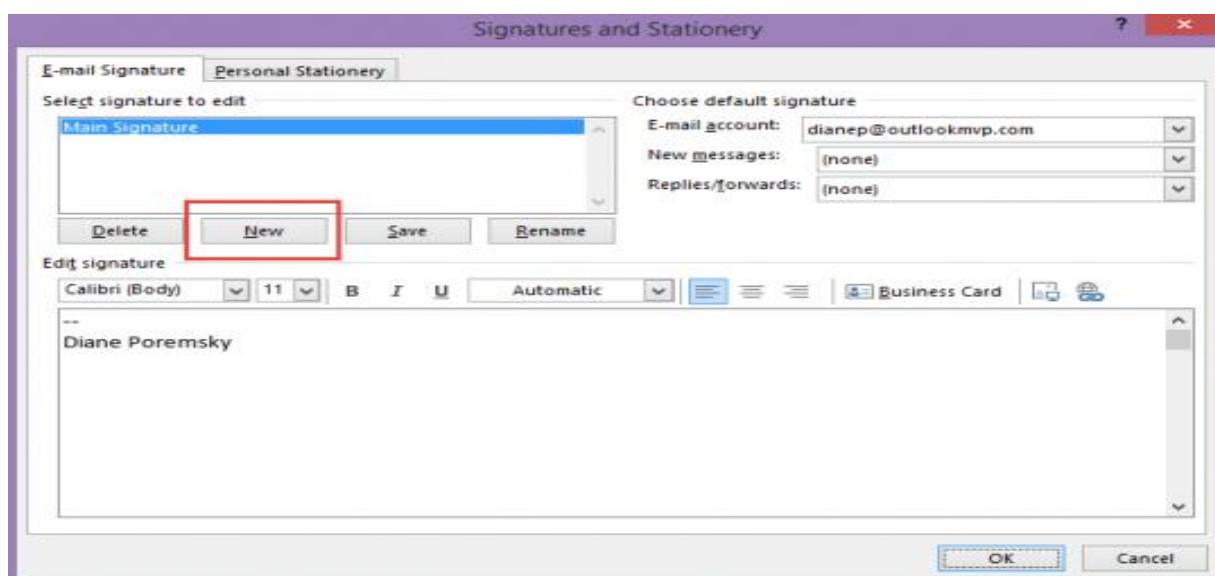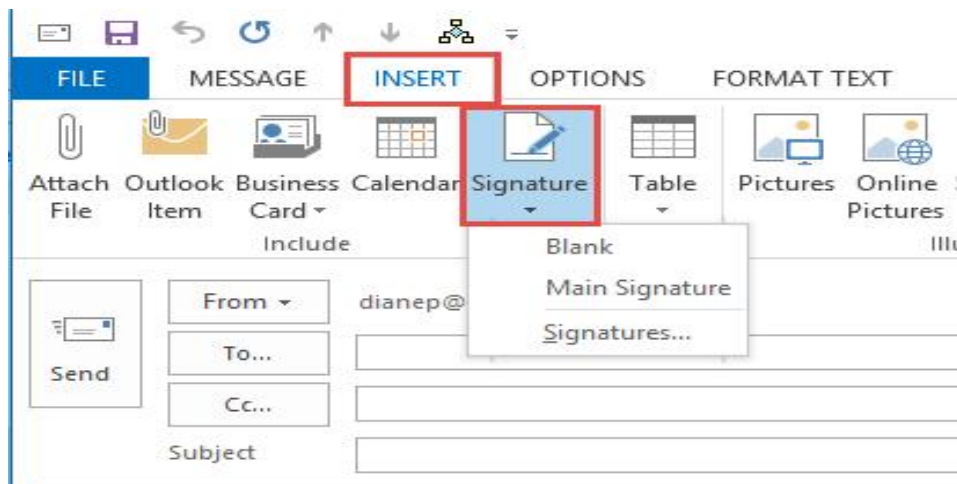

3. When you are finished creating signatures, assign a signature to each email account, for both new message and replies or forwards, using the Blank signature when you don't want a default signature.
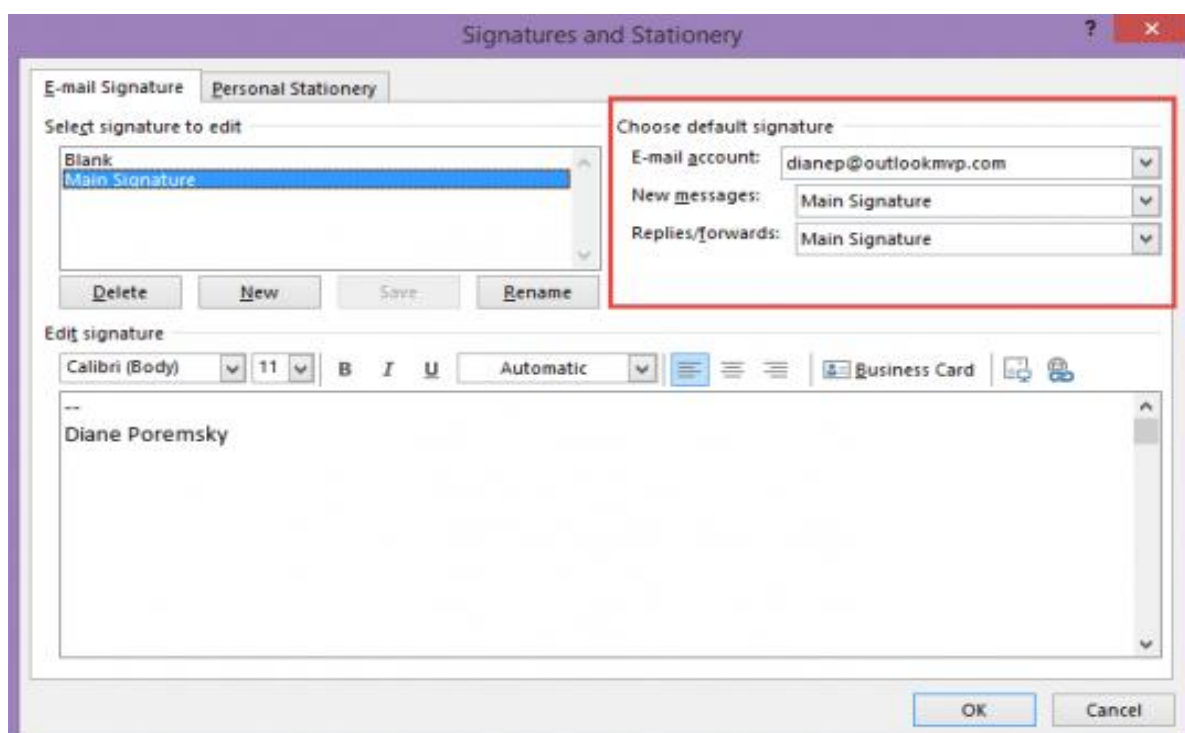
4. You can choose the NEW signature if you have more the one e-mail account, and can assign the newly created signature for that particular account.

5. When you create a new email message, or reply to a message, and a signature is assigned to the account, a signature is inserted automatically. If you use multiple email accounts, Outlook inserts the signature assigned to the account. You can right click on the signature area and select a different signature.
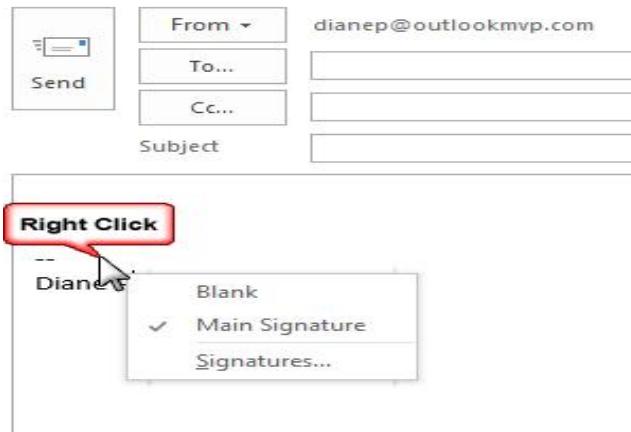
6. If you aren't assigning signatures automatically, you can insert signatures using the Insert tab, Signature command. If a message already has a signature, this command will replace the signature, as you can only insert one signature in a message.

THANK YOU