

Create a Signature Block

It's recommended that you include your contact information at the end of your emails so recipients have an alternate way of contacting you. You can do this by adding your name, title, department, and phone number into your email's signature block.

To create a signature block:

1. Select "File" from the menu bar at the top of Outlook's window.
2. Click "Options," located under "Help" on the left side of the window.
3. Select "Mail" from the listed items on the left of the window that appears.
4. Click the "Signatures..." button.
5. Add your contact information to the text box area of the new window that appears.
6. Click "Save" and name your signature. Any name is fine.
7. Under "Choose default signature," select your signature to appear on both "New messages" and "Replies/forwards."
8. Select the font and font size you want for your signature.
9. Click "Ok" at the bottom of the window when you are finished.