



## Quick Reference Card - Create great-looking signatures for your e-mail

[Help](#)

### Create a signature

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1. On the **Tools** menu, click **Options**, and then click the **Mail Format** tab.
2. Click the **Signatures** button, and then click **New**.
3. In the **Enter a name for your new signature** box, enter a name that describes it, and then click **Next**.
4. Type the information you want to appear in your signature and specify a font by clicking **Font**.

**Note** To include a picture, photo, clip art, a hyperlink, or additional formatting, you must click **Advanced Edit**. And remember, pictures, photos, or clip art can slow delivery of e-mail. Keep the file size under 100 KB if possible. For more information about how a message's format can affect its size, see [Control how you send and see mail messages](#).

5. When you are done editing, click **Finish**, and then click **OK**.

### Assign a signature to your messages

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1. On the **Tools** menu, click **Options**, and then click the **Mail Format** tab.
2. Above the **Signatures** button, click the signature you want in the **Signature for new messages** list.
3. Click the signature you want in the **Signature for replies and forwards** list or leave it as **<None>**.
4. Click **OK**.

### Stop applying a signature to your messages

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1. On the **Tools** menu, click **Options**, and then click the **Mail Format** tab.
2. Above the **Signatures** button, in the **Signature for new messages** list, click **<None>**.
3. In the **Signature for replies and forwards** box, click **<None>** if necessary.

To completely remove a signature from the list of choices, click the **Signatures** button, select the name of the signature that you want to delete from the list, and click **Remove**. Any signature setting using that signature will automatically revert to **<None>**.

### Switch to another signature while writing a message

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#### If you are using Microsoft Word as your e-mail editor

1. In the message, right-click the signature.
2. Choose another signature from the shortcut menu.

#### If you are using Microsoft Outlook as your e-mail editor

1. In the message, select the signature, and then press DELETE.
2. On the **Insert** menu, point to **Signature**, and then select the signature you want from the list.

### Assign different signatures to different e-mail accounts

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Want more information about using more than one e-mail account with Outlook? See [About e-mail accounts](#) and [Add or remove an e-mail account](#).

1. On the **Tools** menu, click **Options**, and then click **Mail Format**.
2. Under **Signatures**, select an e-mail account from the list in the **Select signatures for account** box.
3. In the **Signature for new messages** box, select a signature from the list.
4. In the **Signature for replies and forwards** box, either click a signature or click **<None>**.
5. Click **Apply** to save these changes. Repeat steps 2 through 4 to assign a different signature to another e-mail account, and then click **OK**.

### Check your settings

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Generally speaking, it's best to use Word as your e-mail editor and HTML as your format when you send signatures with pictures.

#### See which e-mail editor and message format you are using

1. On the **Tools** menu, click **Options**, and then click the **Mail Format** tab.
2. In the **Compose in this message format** list, make sure that **HTML** is selected. If **Plain Text** is selected, any pictures, hyperlinks, or formatting you add to your signature will be stripped from the message.
3. Look at the check box called **Use Microsoft Word to edit e-mail messages**. If it is checked, you are using Word as your e-mail editor.

#### Check to see which program is used as your Advanced Edit editor

1. Start Internet Explorer.
2. On the **Tools** menu, click **Internet Options**, and then click the **Programs** tab.

The **HTML editor** list displays the programs you can choose from.

**Note** There's a slight twist you should be aware of. When you click **Advanced Edit** in Outlook to open an *existing* signature, that signature is opened using the editor that created it — regardless of the HTML editor setting in Internet Explorer.

#### Useful links and additional information

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##### Watch a video demo

To watch a video demonstration of creating signatures, see [Demo: Work with e-mail signatures, plain or fancy](#).

##### Signature appears double-spaced

If your signature appears unexpectedly double-spaced in the message, do the following:

1. On the **Tools** menu, click **Options**, and then click the **Mail Format** tab.
2. Click the **Signatures** button and then click **Edit**.
3. Press DELETE at the end of each line until all the text is on one line. Then separate the lines again by pressing SHIFT+ENTER at the end of each line.
4. Click **OK** three times.

For more information, see [Stop putting extra line spaces in my signatures](#).

##### Add a vCard

See [Include a vCard with your e-mail signature](#).

##### Use inked handwriting

See [About handwriting recognition](#), [Sign your name in Word and Outlook](#), and [About using ink in e-mail messages](#).

##### Location of signature files

You may want to send someone a signature file so they can use it as a template for their own signature. Outlook saves signature files to the following default location:

*drive* : \Documents and Settings\*username*\Application Data\Microsoft\Signatures