Set up Signature for Outlook Desktop 2010

Access the Signatures Panel

1. Click on “New E-mail”
2. Click on “Signature”, then click “Signatures…”

Create Signature

1. Most departments use a standard signature template. If this is your first time creating a signature, please follow your department signature guidelines.
2. If you previously had a signature set up, you can copy and paste it from an email you sent prior to the transition to Office 365.

1. Click “New”
2. Type in a name for your signature.
3. Create or paste your signature into the text field.
4. Optionally, in the dropdown menus labeled “New messages” and “Replies/forwards”, select your signature to be automatically included when sending new and/or reply emails
5. Click “OK”