1. To create or change your email signature, make sure **Outlook** is launched and running. From the **Outlook** menu, click on **Preferences**.

2. Under **E-Mail**, click on **Signatures**.

3. Click the + icon to **Add**. Double-click **Untitled**, and type a name for a signature. On the right side of the **Signatures** window, you can modify your signature. On the bottom of the window you can select whether you want your signature on new messages or replies.

4. To apply formatting to your signature text such as font, style, size & colour, select the text you wish to modify and then on the Format menu, click the desired option. When you have completely modified your signature, close the signatures page.