

### Create a Signature

- On the **File** tab, select **Options** and then **Mail**.
- From the Compose messages section, click on **Signatures**.

**Compose messages**

 Change the editing settings for messages. Editor Options...

Compose messages in this format: HTML ▼

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  Always check spelling before sending Spelling and Autocorrect...

Ignore original message text in reply or forward

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 Create or modify signatures for messages. Signatures...

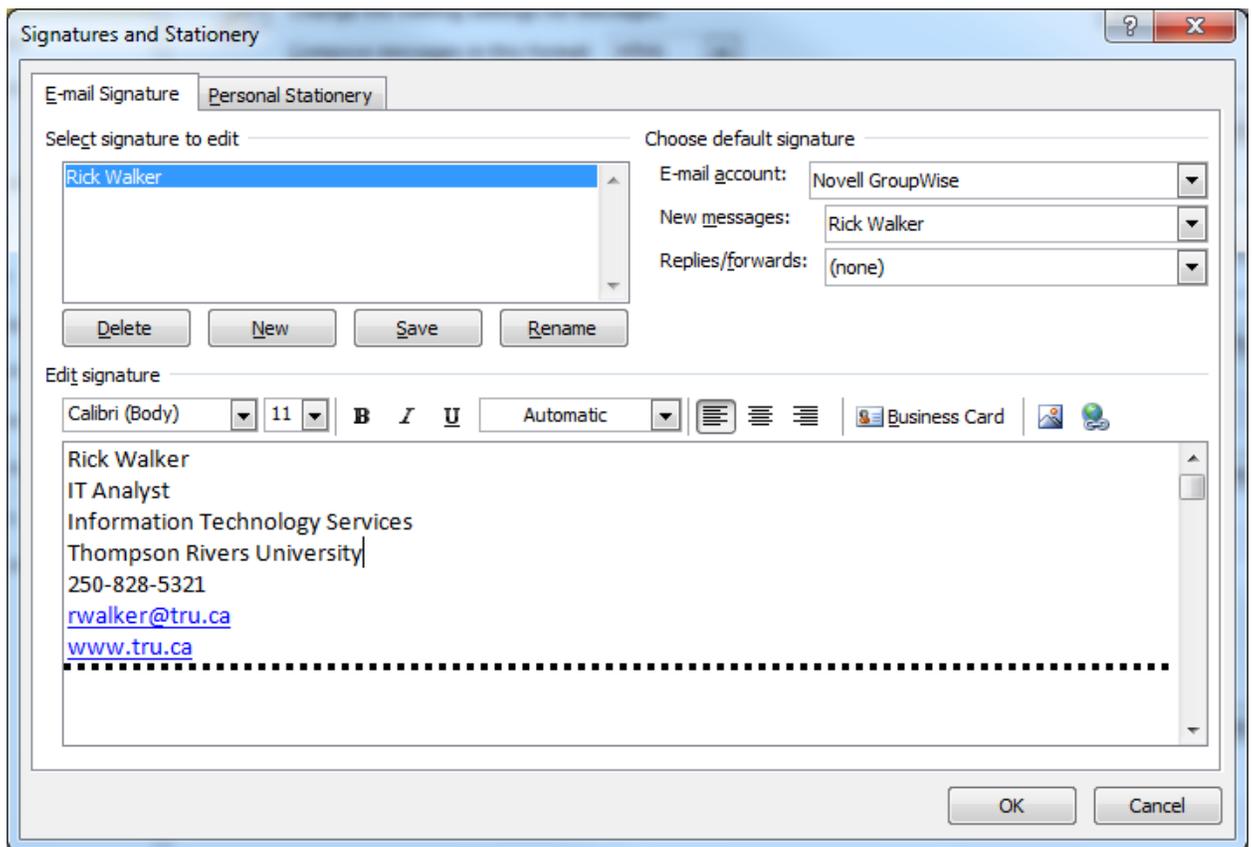
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 Use stationery to change default fonts and styles, colors, and backgrounds. Stationery and Fonts...

- Click on **New**.
  - Enter the name for your signature and click on **OK**.
  - In the Edit Signature box, enter and format (font, size, colour) your signature information.
  - By default, signatures are only included on new messages. If you want a signature included on replies/forwards, select your signature for Replies/forwards.
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# Outlook 2016

## Email Signatures



- Click on **OK** twice to exit.

Signatures are normally used on new email messages. You can also have a signature on email you have forwarded to others or replied to (this can be the same signature or a different signature). You can create multiple signatures to be used in different instances.

### Recommended email signature format

Firstname Lastname  
Job Title  
Department  
Thompson Rivers University  
  
Tel: 000-000-0000  
Cel: 000-000-0000  
firstinitiallastname@tru.ca  
tru.ca/department

When properly formatted, it will look similar to the following:

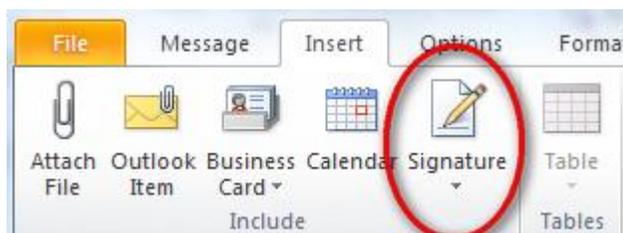
**Firstname Lastname**  
Job title  
Department  
Thompson Rivers University  
  
Tel: 000-000-0000  
Cel: 000-000-0000  
[firstinitiallastname@tru.ca](mailto:firstinitiallastname@tru.ca)  
tru.ca/department

### Using Multiple Signatures

You can create multiple signatures but only one signature can be set at the **default** to appear on new messages.

If you have created multiple signatures and want a different signature to appear on a new email message:

- Create a new email message. The default signature will be displayed.
- On the **Insert** tab, click on **Signature**.



- A list of available signatures is displayed. Click on the signature to use.
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