How to enable an email signature in Microsoft Outlook
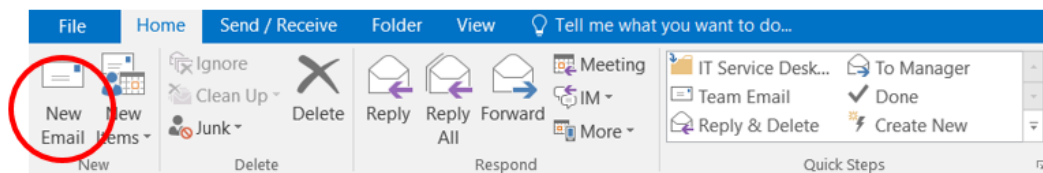
Introduction

This guide will explain how to set up a signature for your emails in Microsoft Outlook.
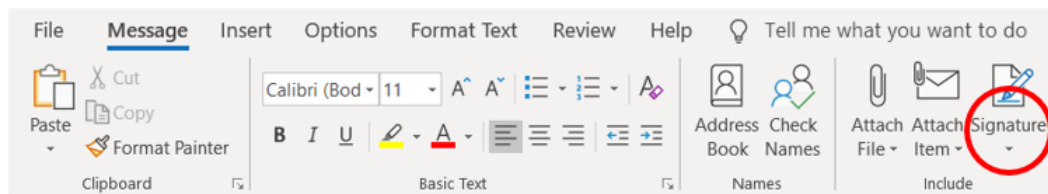
Enabling an email signature

Open up the Outlook application.

Click on 'New Email'.

If your signature doesn't automatically appear in the window, click on the arrow underneath 'Signature' and then select 'Signatures'.
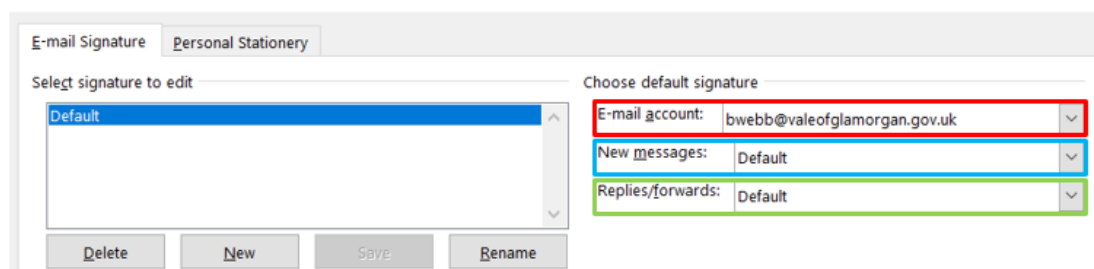

This will then open another window call 'Signatures and Stationery'.

On the right-hand side of the window, there will be 3 sections; 'E-mail account', 'New messages', and 'Replies/forwards'.

Next to 'E-mail account' your email should appear in the box (highlighted in red).

Next to 'New messages' you will need to click on the arrow to the right of '(none)' and select 'Default' (highlighted in blue).

Next to 'Replies/forwards' you will need to click on the arrow to the right of '(none)' and select 'Default' (highlighted in green).

Click 'OK'.

If you close the new email window called 'Untitled – Message (HTML)' and then click on 'New Email' on Outlook again, the signature should now appear on your email automatically.

If your signature continues to not appear, please contact the ICT Service Desk:

- Email: ictservicedesk@valeofglamorgan.gov.uk
- Phone: 01446 709482