

Infrastructure Services, ICT, Finance, ICT & Property V1.0 05-08-2019

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'.

	File	Home	Send / R	eceive	Folder	View	🖓 Tell me what	you want to do		
(New N Email Let	ew ms •	Clean Up ▼ Junk ▼	Delete	Reply	Reply Forward	Meeting G S IM - d IM -	IT Service Desk Team Email	G To Manager ✓ Done ⅔ Create New	4
	New		Delete		Respond			Quick Steps		Es.

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).

E-mail Signature	Personal Stationer	ý						
Sele <u>c</u> t signature to	edit			Choose default signature				
Default	Default					bwebb@valeofglamorgan.gov.uk	\sim	
					New <u>m</u> essages:	Default	\sim	
					Replies/forwards:	Default	\sim	
			×					
Delete	New	Save	<u>R</u> ename					

ICT Help Guide – Enabling an email signature



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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: <u>ictservicedesk@valeofglamorgan.gov.uk</u>
- Phone: 01446 709482