

SOP: How to Add a Signature in Outlook

Objective: Personalize your email signature

Department: Technology & Innovation

How to Add a Signature in Outlook

Outlook Desktop App

1. Open Outlook.
2. Click File → Options → Mail.
3. Click Signatures...
4. In the E-mail Signature tab:
 - Click New, name your signature (e.g., “Standard RHSD”).
 - Paste or type your signature content in the editor box.
5. Use the drop-downs to:
 - Set it as the default for new messages and replies/forwards.
6. Click OK to save.

Outlook Web (Office 365)

1. Go to Outlook Online.
 2. Click the gear icon (top right) → Search “Email signature”.
 3. In the Email signature section:
 - Paste or type your signature.
 - Check:
 - *Automatically include my signature on new messages I compose*
 - *Automatically include on messages I forward or reply to (if desired)*
 4. Click Save.
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 **Standardized Signature**

NAME

TITLE

Location/School

Street Address

Rock Hill, SC 29730

Phone: *optional* (803) 981-1000



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