

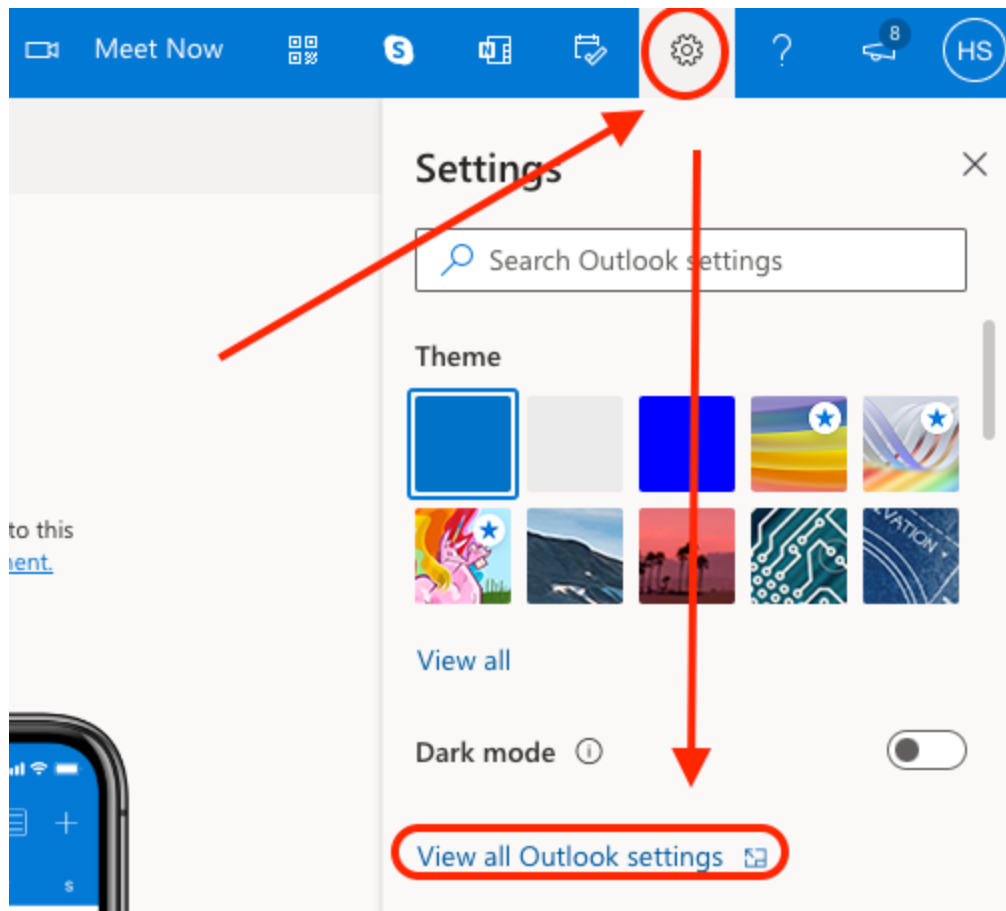
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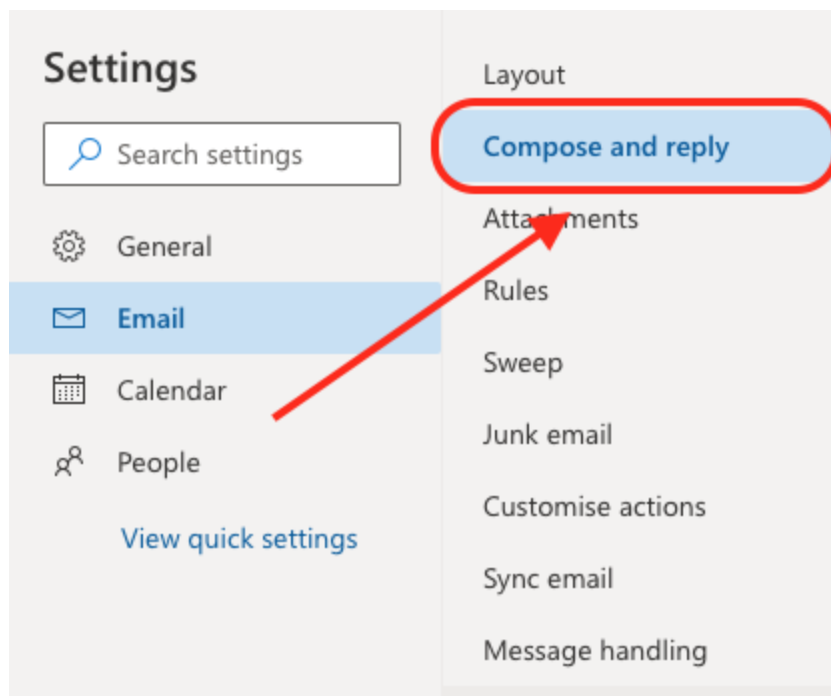
If you're using Outlook.com, Outlook on the web, the desktop application, or the mobile app, there are a few different ways you can insert a custom email signature:

How to add a signature in Outlook.com

- 1.** Click on the gear icon in the top right-hand corner and select 'View all Outlook settings'.



2. Then, go to 'Compose and reply'.



3. Scroll down to the 'Email signature' section.

Layout

Compose and reply

Attachments

Rules

Sweep

Junk email

Customize actions

Sync email

Compose and reply

Email signature

Edit and choose signatures that will be automatically added to your email message.

Create and edit signatures

[+ New signature](#)

John Smith

John Smith
Marketer

john@smith.com

111 222 333

4. Here, you can type in your signature and format it however you like.

Layout

Compose and reply

Attachments

Rules

Sweep

Junk email

Customise actions

Sync email

Message handling

Forwarding

Automatic replies

Compose and reply

Email signature

Edit and choose signatures that will be automatically added to your email message.

Create and edit signatures

[+ New signature](#)

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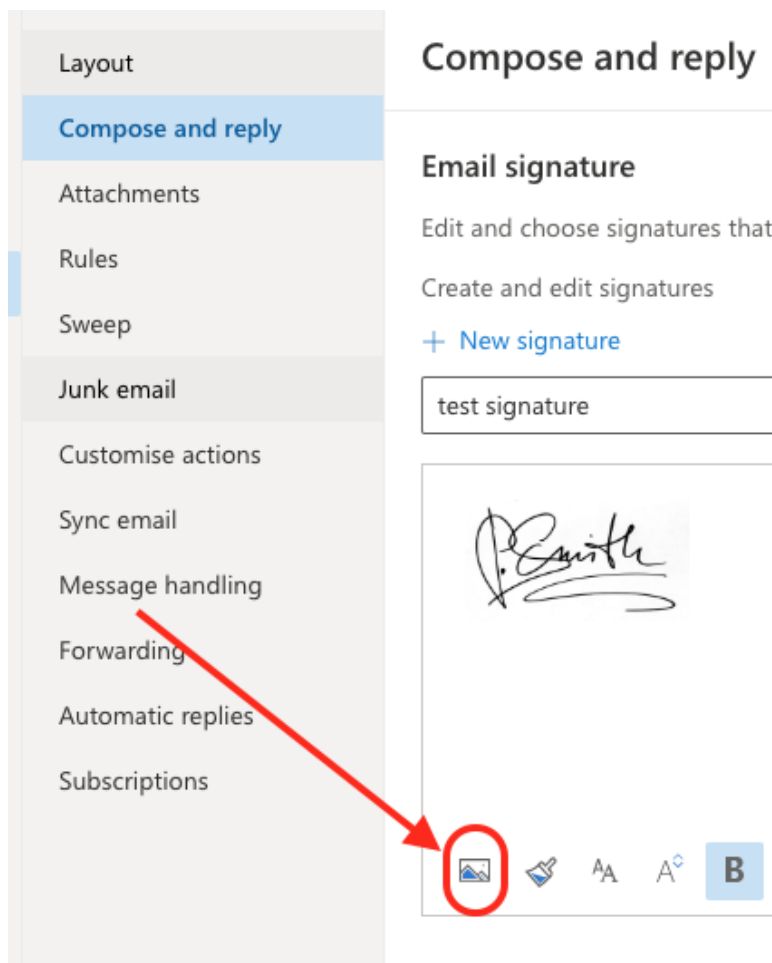
There are a few different things you can include in your signature, such as your name, job title, company name, website, and so on. You can also include an image or logo. However, it's important to keep your signature relatively simple and concise. Otherwise, it will be too distracting to the reader.

If you use Outlook.com, you can use [HubSpot's Email Signature Generator](#) to create a signature for your emails.

How to add a picture to the signature

To add an image signature:

1. Open Outlook and go to 'View all Outlook settings'.
2. Select 'Email' > 'Compose & Reply'.
3. Click on the 'Insert Pictures Inline' button and select the image you want to use as your signature.



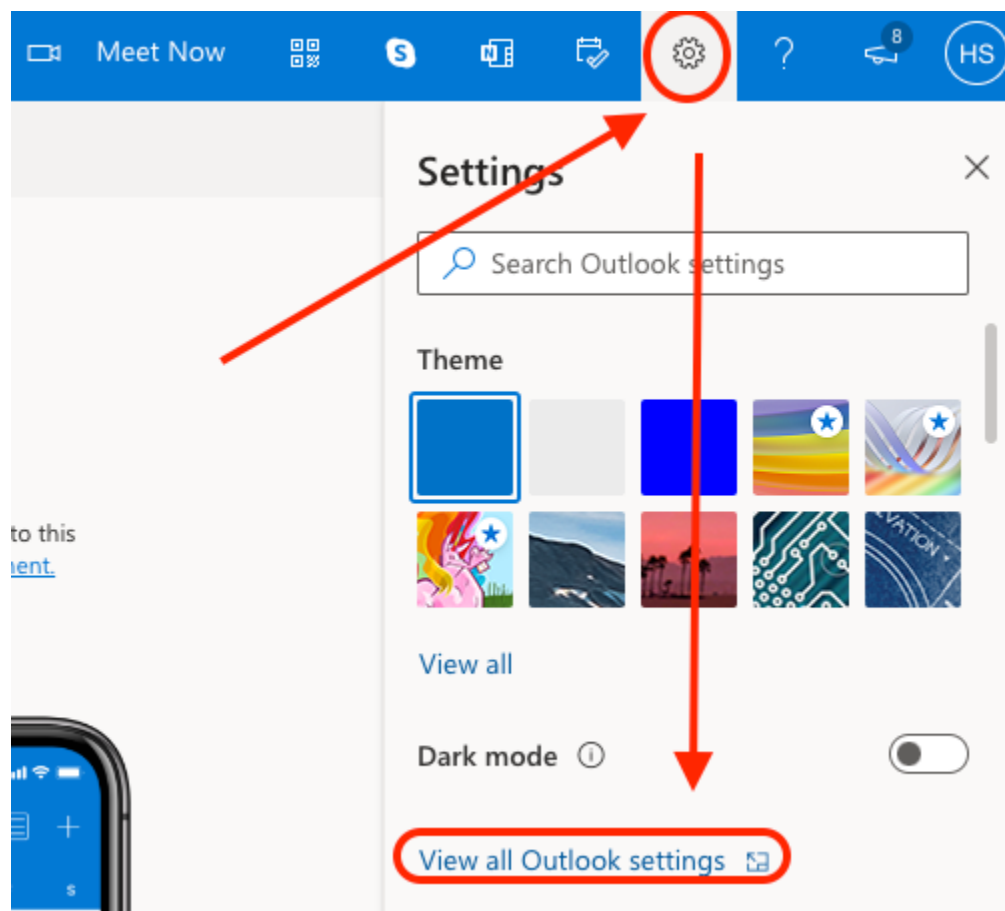
4. Adjust the size and position of the image as needed.
5. Select Save when you're done.

Just as your signature should be concise, images should not overwhelm your recipient.

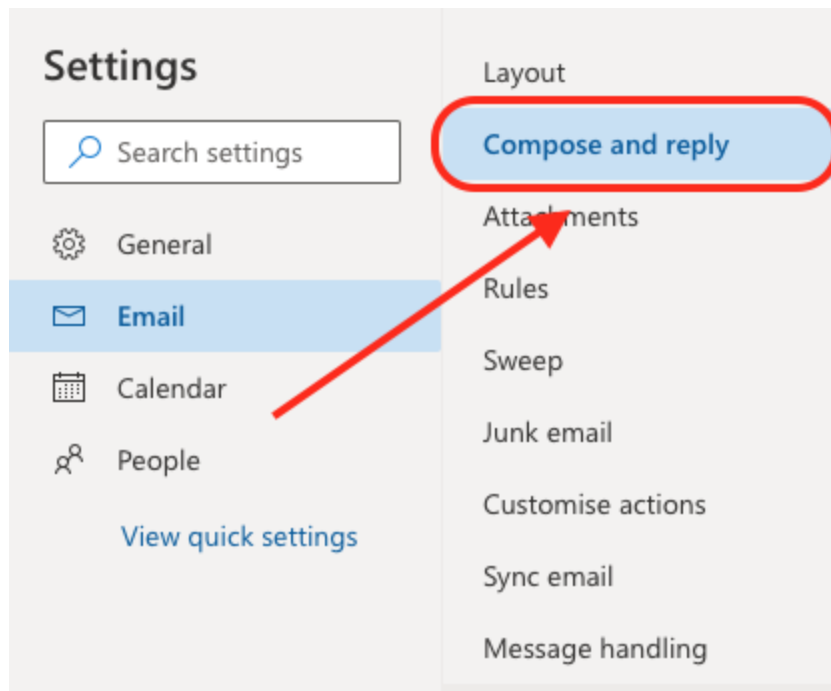
How to create an email signature in Outlook on the web

If you're using Outlook on the web, the method is similar to Outlook.com:

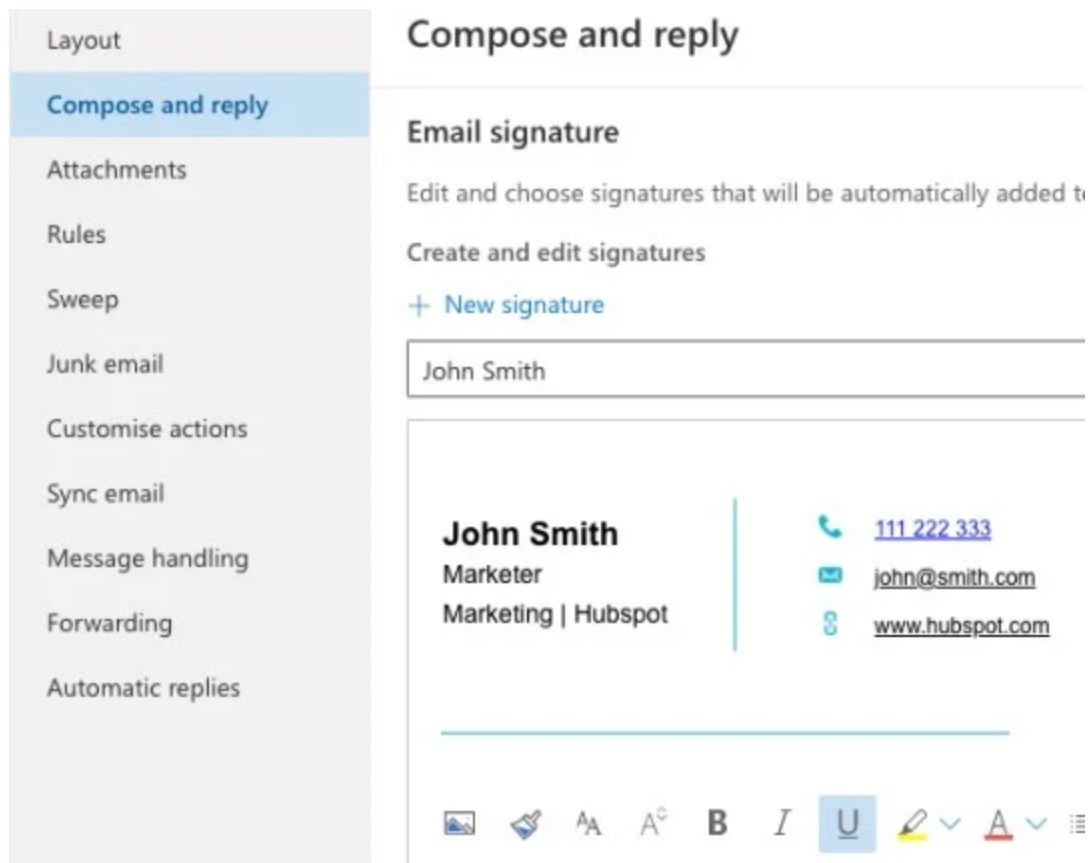
1. Click on the cog in the top-right corner and click on 'View all Outlook settings'.



2. Go to 'Email', then 'Compose and reply' before scrolling down to the 'Signature' area.



3. Type in your signature.



If you're using Outlook on the web, you can use [HubSpot's Email Signature Generator](#) to

create a signature.

Create your free signature for Outlook

How to set up a signature on Outlook for desktop (Windows)

Copy and Paste

One way to set up a signature within the Outlook desktop app is to copy and paste your signature text into the Signature section under the Mail tab in Outlook's Settings.

1. Click on the File option in the top left corner
2. Select Options > Mail.
3. Click on signatures in the Composers section of the resulting menu.
4. Paste your signature text into the box labeled Edit signature.

Create a Signature File

If you already have your signature saved as a file, create a signature file (.txt or .rtf) and then insert that file into the 'Signature' field.

1. Create your signature file in a text editor like Notepad or Microsoft Word.
2. Open the 'Signature' field in Outlook and click on the 'Insert File' button.
3. Find your signature file on your computer and click 'Open'.

4. Once you have your signature inserted into the 'Signature' field, make sure to select it as the default signature for new messages and replies/forwards under the 'Choose default signature' option. You can find this option by scrolling down in the 'Signature' field.

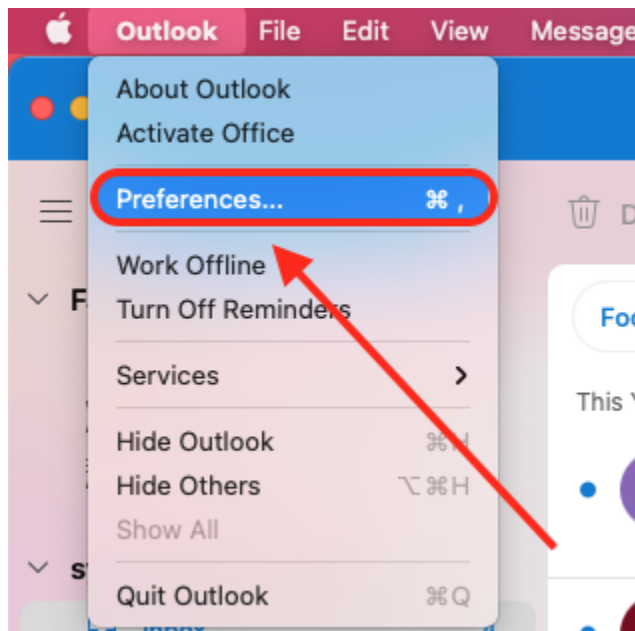
That's it! Now every time you compose a new email or reply to an existing one, your signature will automatically be inserted at the bottom.

How to make a signature on Outlook for desktop (Mac)

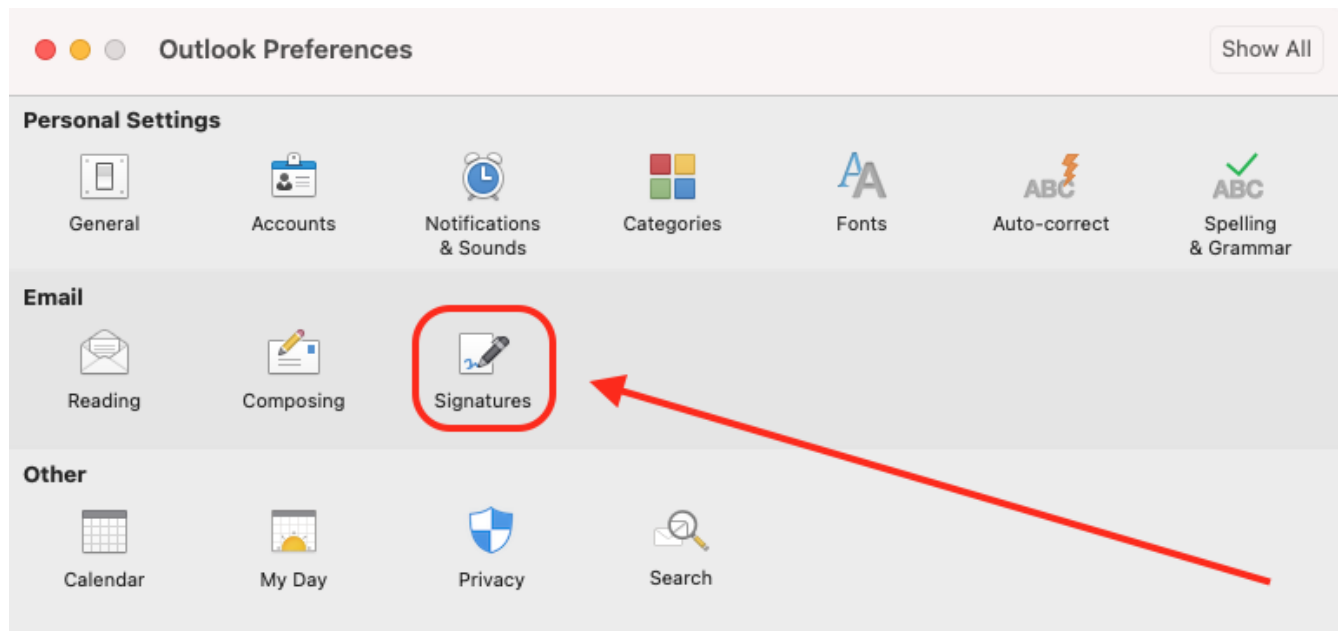
Copy and Paste

Apple users can add signatures in the Outlook for desktop app via the copy and paste method.

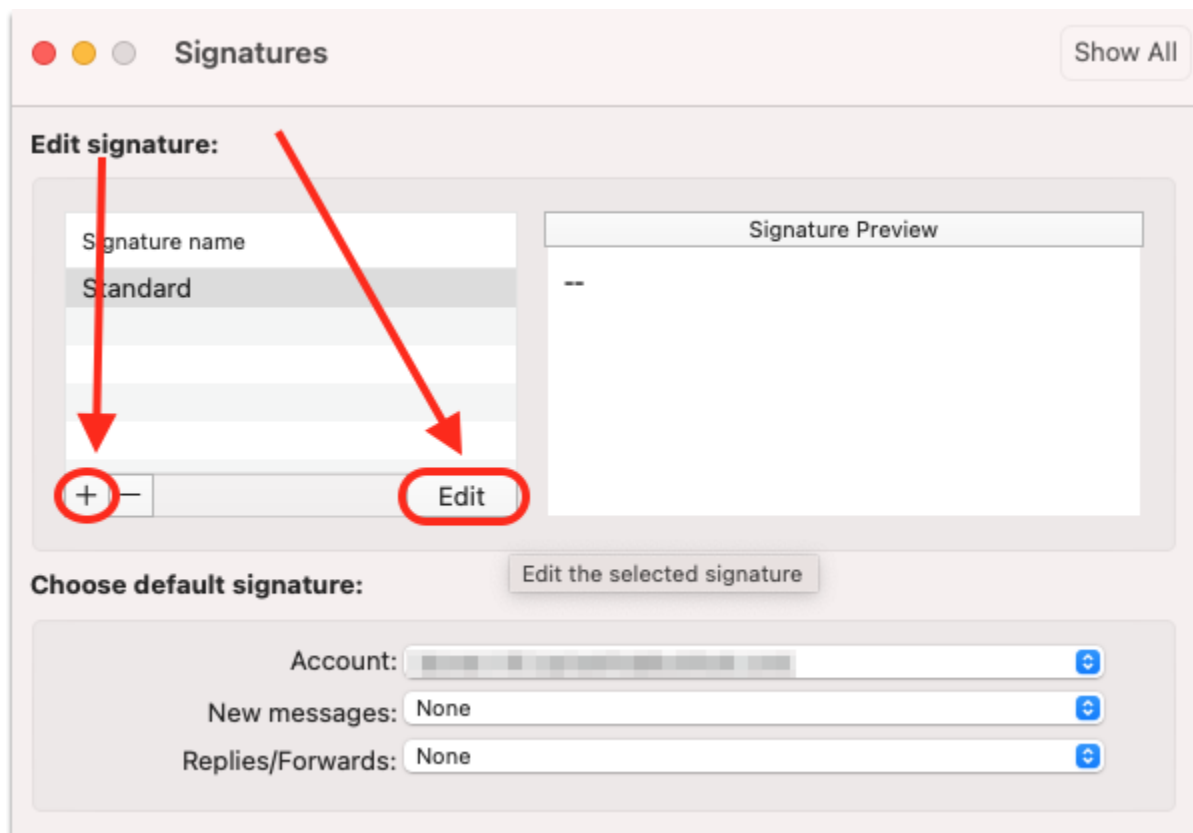
1. Select 'Outlook' on the top left corner of your screen, then 'Preferences.'



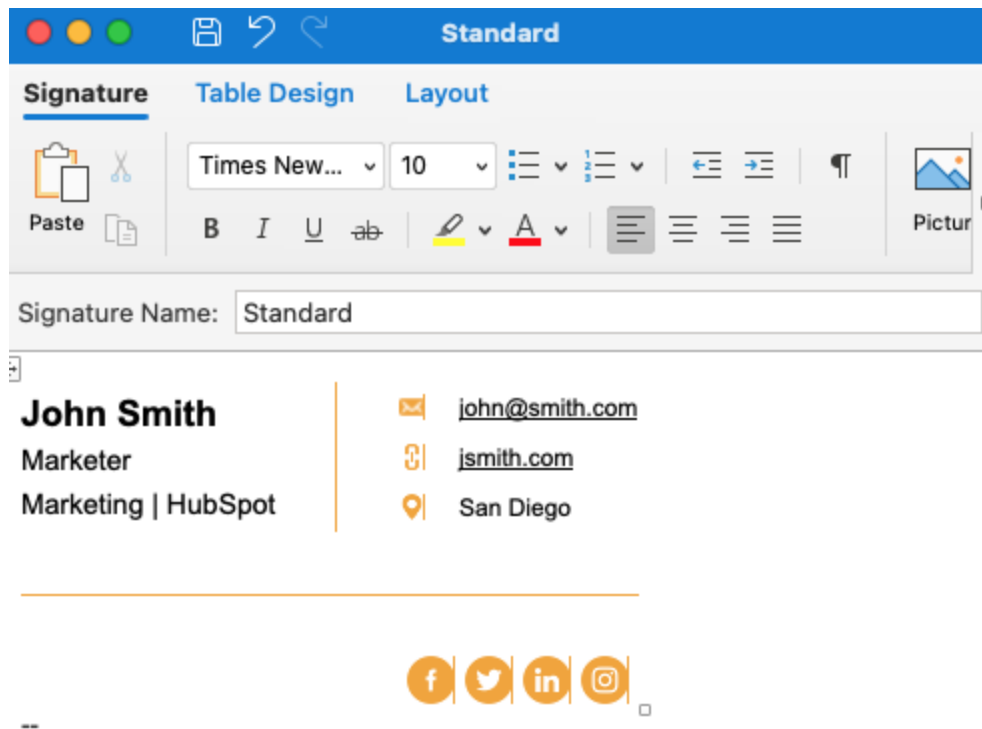
2. Click on 'Signatures.'



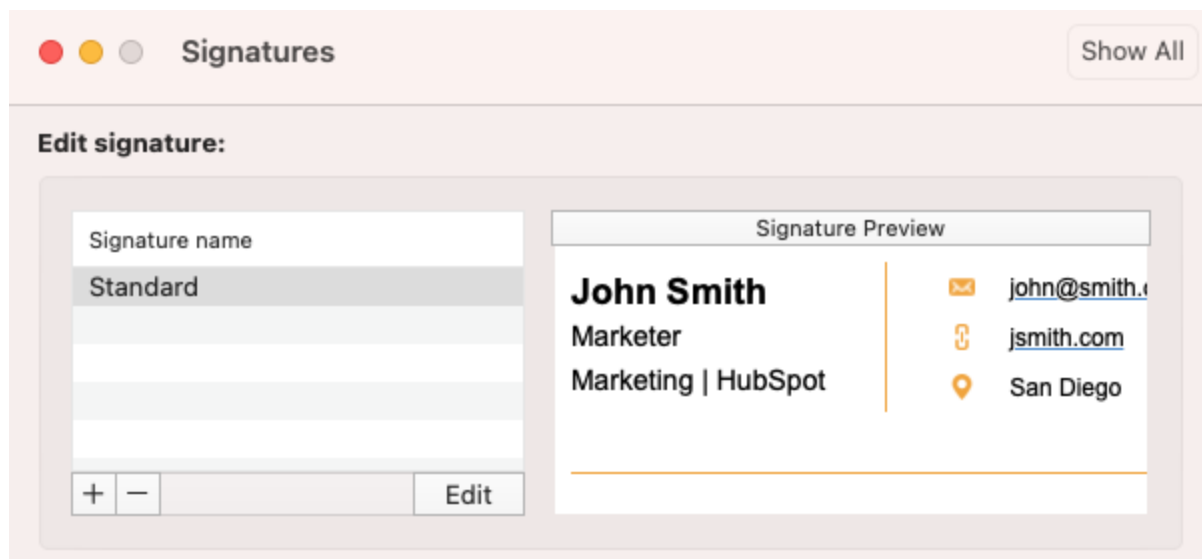
3. Click on '+' to create a new email signature then select 'Edit.'



4. Paste your signature and save.

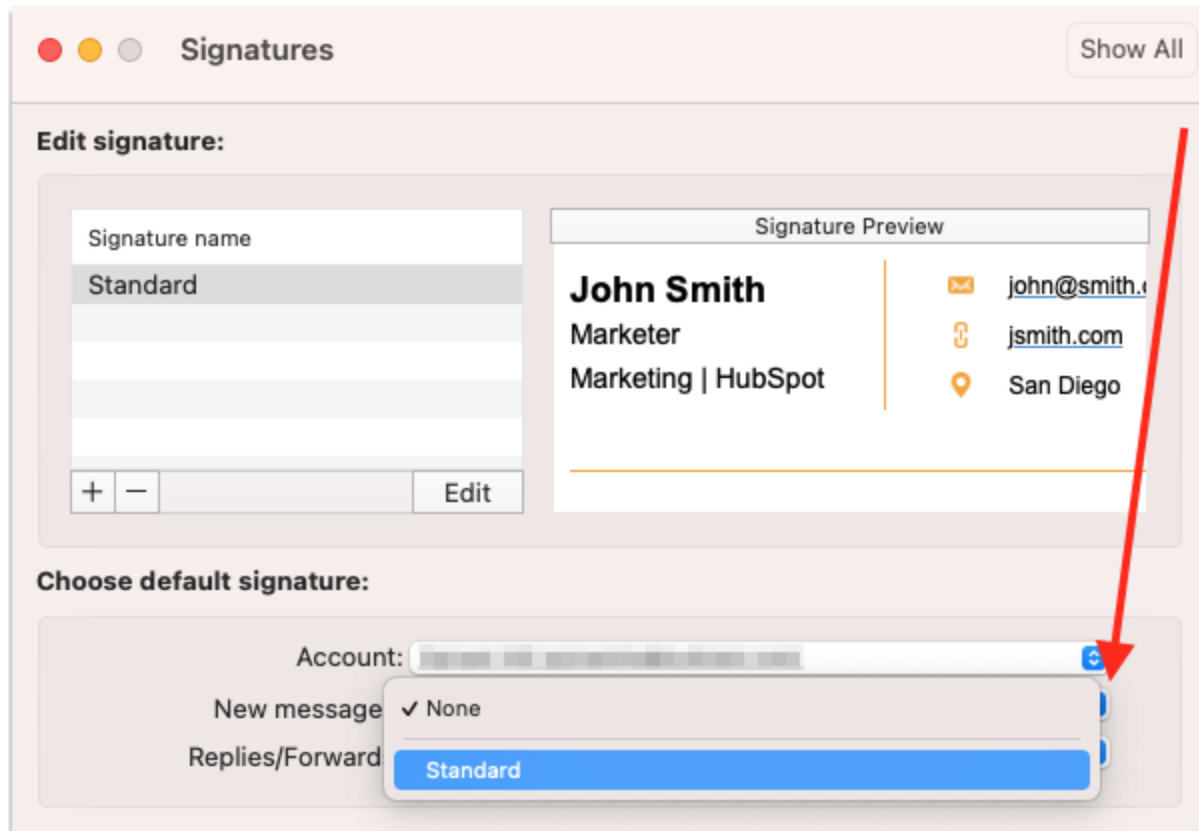


5. Verify that the preview of your signature shows what you want to display.

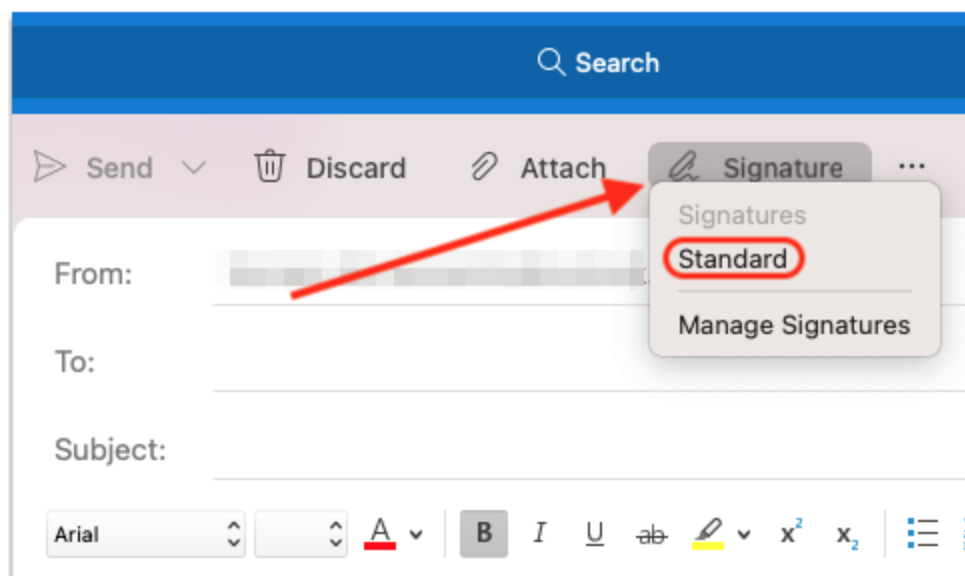


Default Signature

1. Select 'Choose default signature' to include your newly added signature in every email you send.



2. If you prefer to set your signature on a case-by-case basis, click on 'Signature' and select the proper one.



If you're using Outlook for desktop, you can use [HubSpot's Email Signature Generator](#) to

create a signature.

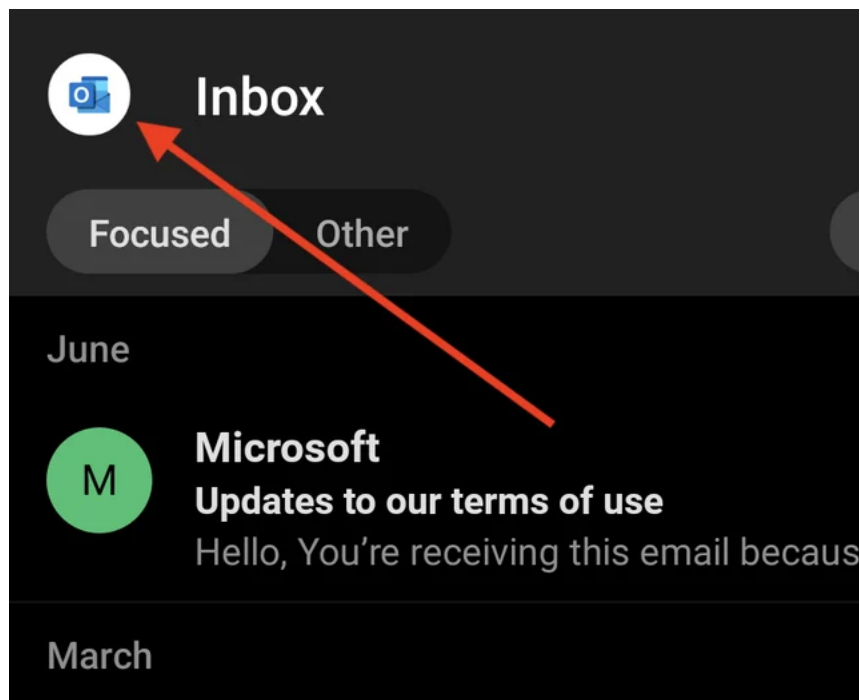
How to add a signature in the Outlook mobile app

Adding an email signature in the Outlook mobile app is a great way to make your messages look more professional.

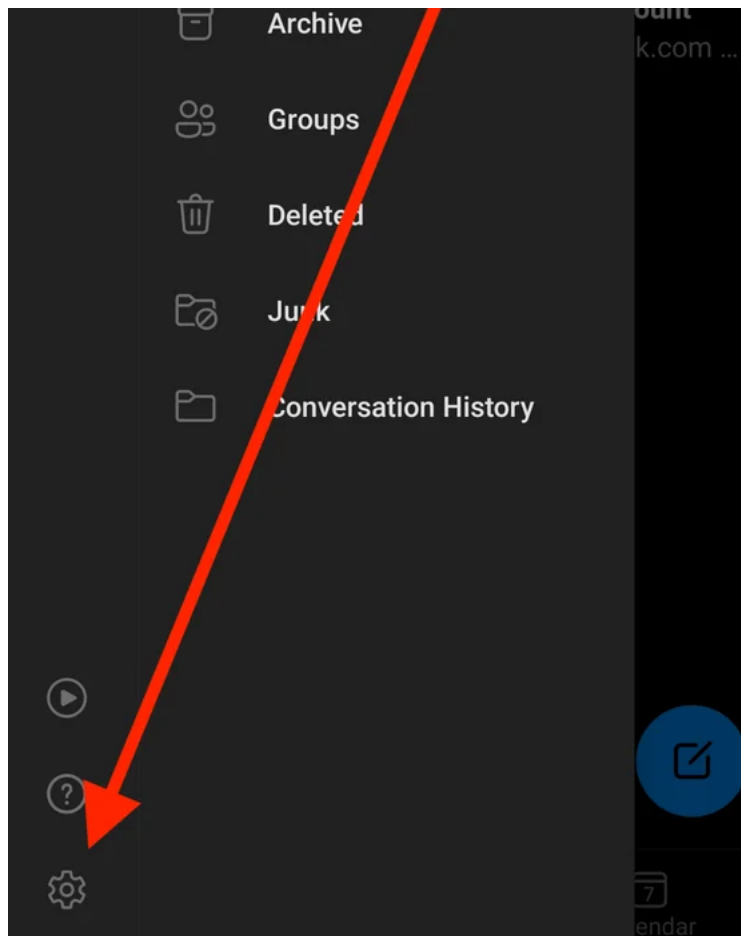
Creating a signature in Outlook for Android

The best way to add a signature in the Outlook mobile app on your Android device is with a text signature:

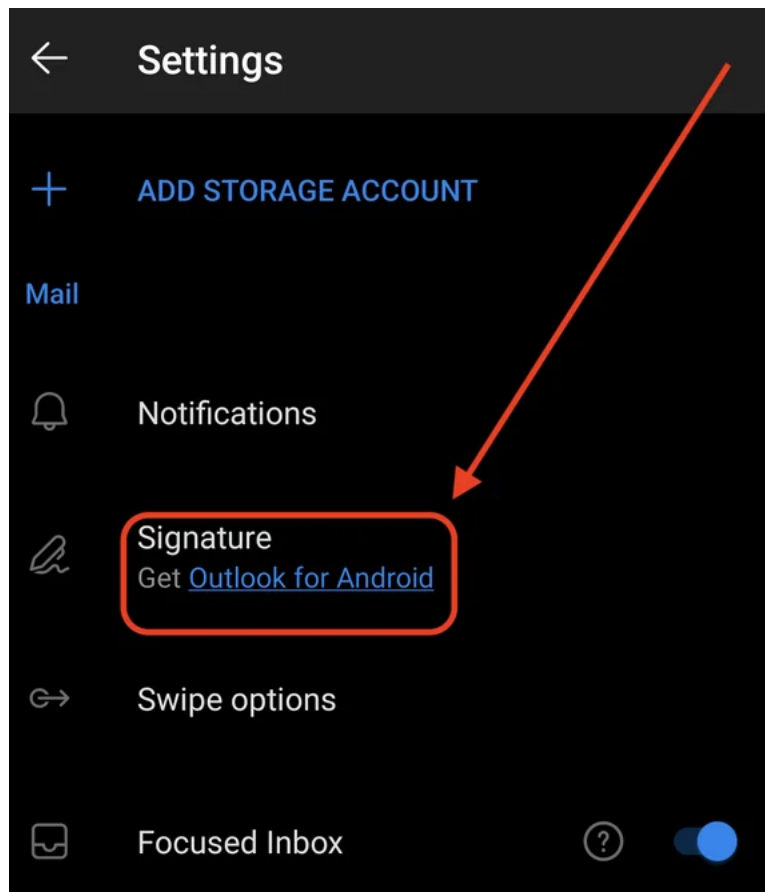
1. Open the Outlook app and go to the Outlook icon.



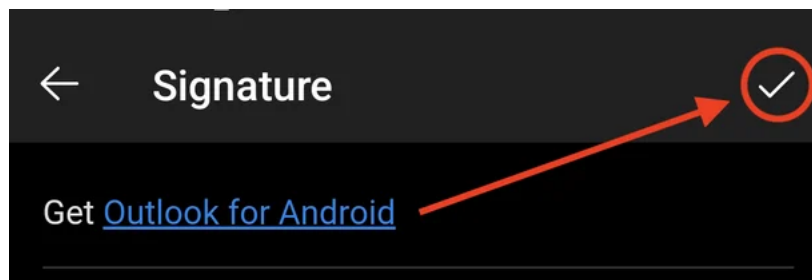
2. Click on the Gear icon at the bottom-left corner of the column



3. Tap on your account and then tap Signature.



4. Enter the text and links you want to use as your signature and tap Done.



5. Your signature will now appear at the bottom of all outgoing emails from Outlook on your Android device!

Creating a signature in Outlook on iPhone

1. Open the Outlook mobile app and go to Settings.
2. Tap on your account and then tap Signature.

3. Enter your desired signature text in the box provided. You can also tap the Signature Image button to add an image to your signature (this is optional).
4. Once you're happy with your signature, tap Save.

That's all there is to it! Now your emails will look more polished and professional thanks to your signature.

How to edit a signature in Outlook

Whether you're using the desktop version of Outlook or Outlook.com, it's easy to update your signature. Here's how to change your it:

Change email signature in Outlook for Windows

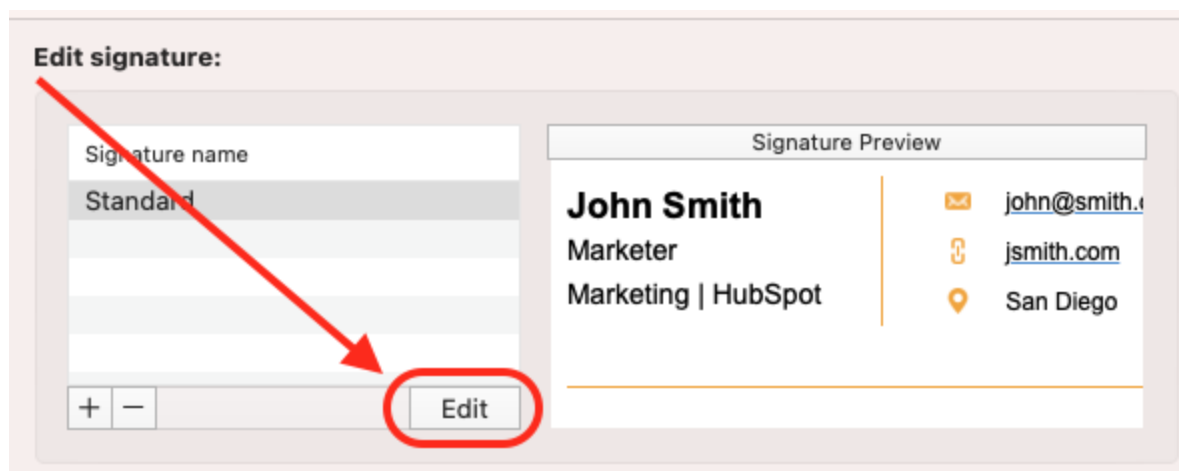
If you're using Outlook for Windows:

1. Open Outlook and click on the File tab.
2. Click Options and then choose Mail.
3. Scroll down to the Signatures section and click the Edit button.
4. Make your changes in the Signature Editor and then click OK.
5. Your changes will be saved automatically.

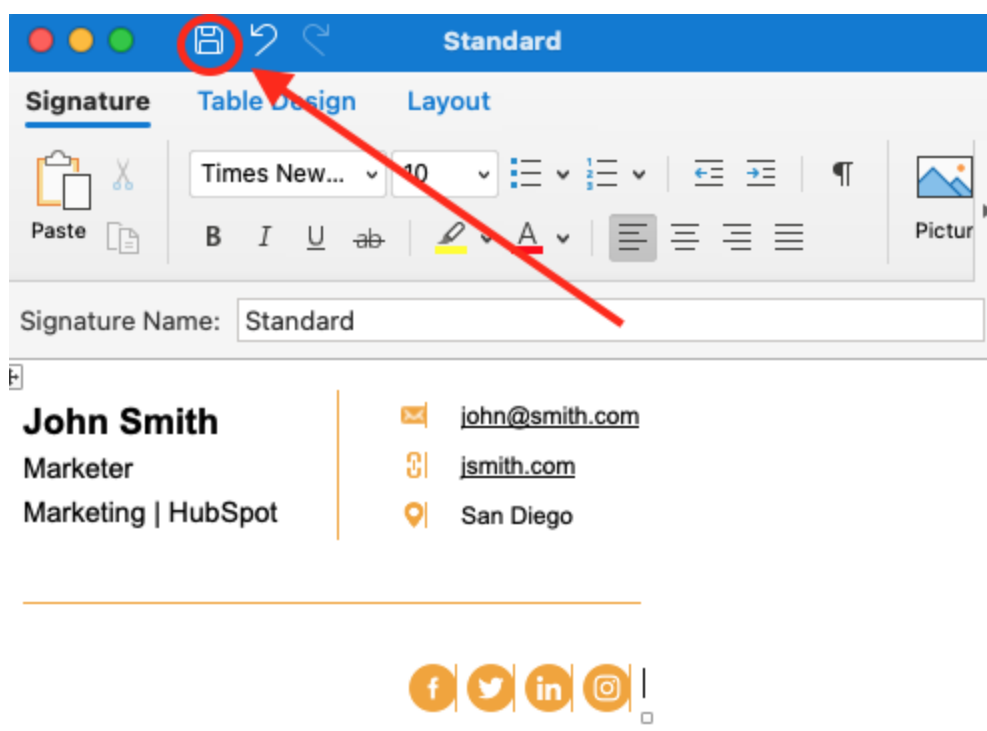
Update signature in Outlook for Mac

If you're using Outlook for Mac:

1. Open Outlook and go to the Preferences menu.
2. Click on the Signatures tab and then select the signature you want to edit under 'signature name'.
3. Click on 'Edit' and make your changes

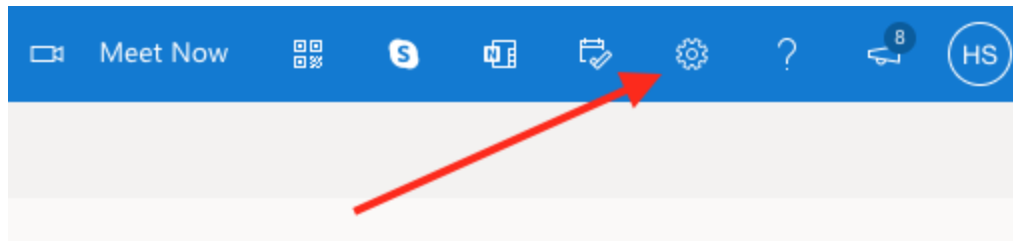


4. Click on the 'Save' icon to save your changes then close the window.

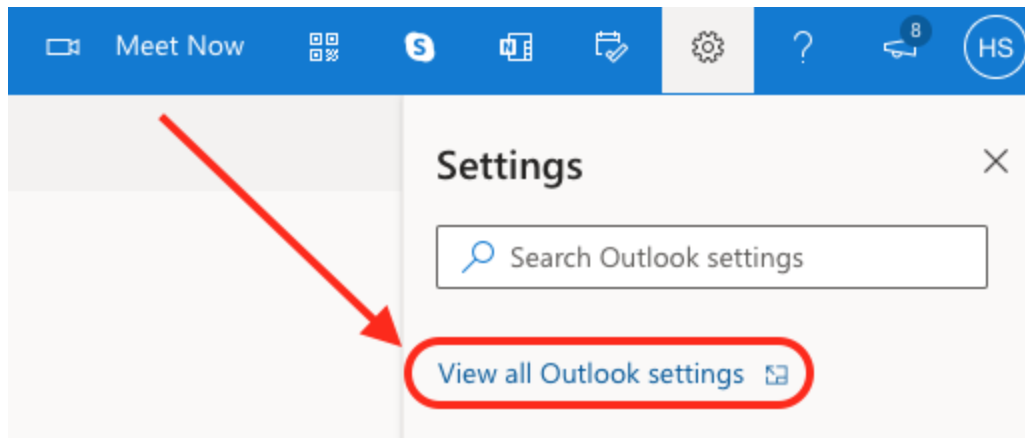


Changing your signature in Outlook 365

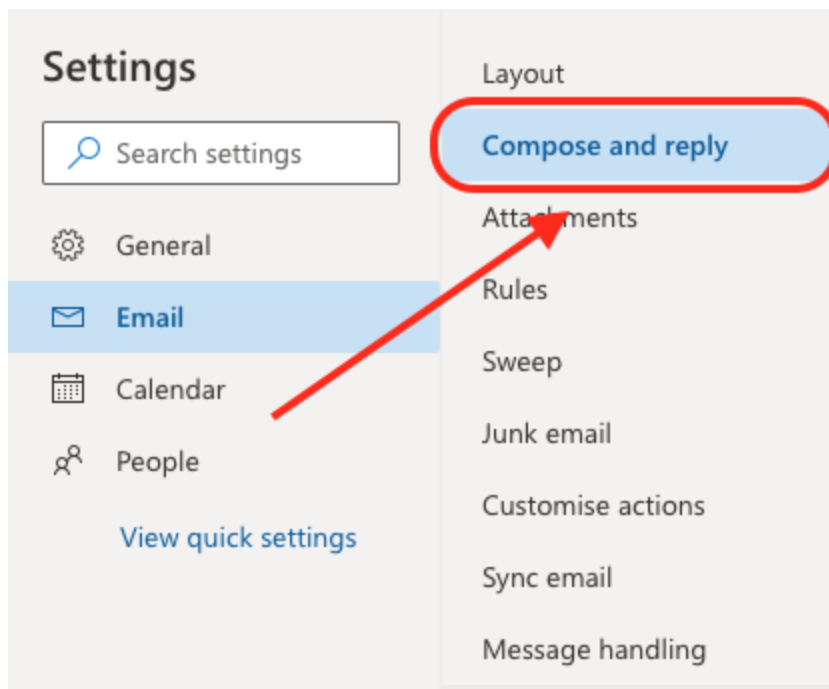
1. Log into your Outlook account and click on the gear icon in the upper right-hand corner.



2. Select View all Outlook settings from the drop-down menu.



3. Click on 'Email' in the left-hand sidebar and then 'Compose and Reply'.



4. Under Signature, enter the changes to your signature in the text box provided.
5. Scroll down to the bottom of the page and click 'Save' to save your changes.

Updating your signature in Outlook is a quick and easy process that only takes a few minutes to complete.

Whether you're using the desktop version, Outlook.com, or Outlook on the web, you can easily update your signature to reflect any changes.