

Add your signature to your Outlook email

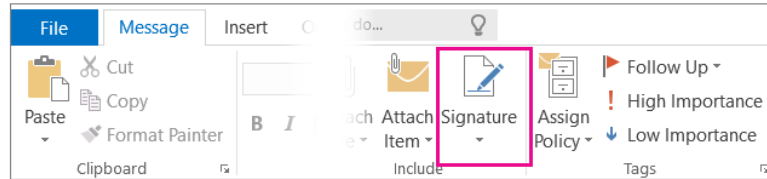
See instructions below for Microsoft Outlook. You will need to provide a signature for NEW emails as well as REPLIES

Add a signature to messages

In Outlook 2013 and Outlook 2016, you can create personalized signatures for your email messages that include text, images, your electronic business card, a logo, or even an image of your handwritten signature. You can set it up so that signatures can be added automatically to all outgoing messages, or you can choose which messages include a signature.

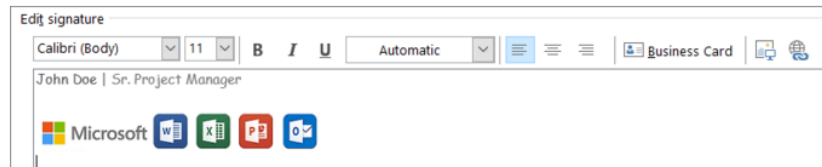
Set up a signature to appear automatically in every email you send

1. On the Home tab, click New Email.
2. On the Message tab, click Signature > Signatures.



3. Under Choose default signature, in the E-mail account list, click an email account to associate with the signature.
4. In the New messages list, select the signature that you want to include.

NOTE To create a signature, under Select signature to edit, click New and type a name for the signature. And then in the Edit signature box, add your signature.



Learn more about [Creating a custom email signature in Outlook](#).

5. If you want a signature to be included when you reply to or forward messages, in the Replies/forwards list, select the signature. Otherwise, click (none).

TIP To remove a signature from an open message, select the signature in the message body, and then press Delete.

If you need additional help on how to do this, watch this video https://youtu.be/_q5X54Q5Gew

Below is NHE's standard email signature. Please copy and paste this entire sample into Step 4 above, then type over it to add your specific information. You will be updating all the info except for your title and "NHE| Property Management |Development | Service Coordination"

Annie Sluka, BA

Resident Service Coordinator | Hickory Hollow Towers

NHE | Property Management | Development | Service Coordination

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