Create and include a signature in outgoing messages

You can create personalized signatures for your e-mail messages that are composed of text, images, your electronic business card (Electronic Business Card: A view of specific information about a contact, in a format similar to a paper-based business card, that can be inserted into messages.), a logo, or even an image of your handwritten signature.

You can create as many signatures as you need. You can also configure Microsoft Office Outlook to automatically add a signature to outgoing messages, or you can manually add the signature whenever it's needed.

What do you want to do?

- **Step 1: Create a signature**
- **Step 2: Add a signature to messages**
- **Stop including a signature automatically**

**Create a signature**

1. In a new message, on the **Message** tab, in the **Include** group, click **Signature**, and then click **Signatures**.
2. On the **E-mail Signature** tab, click **New**.

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3. Type a name for the signature, and then click OK.

4. In the **Edit signature** box, type the text that you want to include in the signature.

5. To format the text, select the text, and then use the style and formatting buttons to select the options that you want.
   - You can no longer create HTML-based signatures. For more information, see *Using Outlook 2007 with and without Word 2007 installed*.
   - These options are not available if you use plain text as your default message format.

Microsoft Office Outlook 2007 supports three message formats:

- **Plain text**  This is a format that all e-mail applications support. You can set Outlook to open messages that you receive in plain text format only. Plain text doesn't support bold, italic, colored fonts, or other text formatting. It also doesn't support pictures that are displayed directly in the message body, although you can include the pictures as attachments.

- **Rich Text Format (RTF)**  You can use RTF when sending messages within an organization that uses Microsoft Exchange. However, Microsoft recommends that you use the HTML format. Rich Text Format supports text formatting, including bullets, alignment, and linked objects. Outlook automatically converts RTF-formatted messages to HTML by default when you send them to an Internet recipient, so that the message formatting is maintained and attachments are received. Outlook also automatically
formats meeting and task requests and messages with voting buttons so that these items can be sent intact across the Internet to other Outlook users, regardless of the default format of the message.

- **HTML**  This is the default message format in Outlook. It is also the best format to use when you want to create messages that are similar to traditional documents, with various fonts, colors, and bullet lists. By default, when you select either of the options that allow formatting (HTML or Rich Text), the message is sent in HTML format. So when you use HTML, you know that what you send is what the recipient will see.

  **NOTE**  When you reply to a message, Outlook preserves the format of the original message. However, if you select the **Read all standard mail in plain text** option, Outlook formats your reply in plain text. Or you can click the **InfoBar**, change the format of the message to **HTML** or **Rich Text**, and then reply. If you change the format of the message, the reply is formatted with the new display format.

6. To add elements besides text, place your cursor where you want the element to appear, and do any of the following:

<table>
<thead>
<tr>
<th>Options</th>
<th>How to</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>To add an electronic business card</td>
<td>Click <strong>Business Card</strong>, and then click a contact in the <strong>Filed As</strong> list. Then click <strong>OK</strong>.</td>
<td>By simply adding your business card to a signature, you can include the specific contact information you want quickly and distinctively.</td>
</tr>
<tr>
<td>To add a hyperlink</td>
<td>Click the <strong>Insert Hyperlink</strong> button, browse to a hyperlink, click to select it, and then click <strong>OK</strong>.</td>
<td>For information on adding an image of your handwritten signature, see:</td>
</tr>
<tr>
<td>To add a picture</td>
<td>Click the <strong>Picture</strong> button, browse to a picture, click to select it, and then click <strong>OK</strong>.</td>
<td>- <strong>Add your handwritten signature to an e-mail message</strong></td>
</tr>
<tr>
<td></td>
<td>Common image file formats for pictures include: .bmp, .gif, .jpg, and .png.</td>
<td>- <strong>Create a handwritten signature for your messages on the Tablet PC</strong></td>
</tr>
</tbody>
</table>

7. After you finish creating the signature, click **OK**.

  **NOTE**  The signature that you just created or modified won’t appear in the currently open message; it must be inserted into the message. For more information, see "Step 2: Insert a signature in a message."

**Step 2: Insert a signature in a message**

You can set a signature to be added automatically to outgoing messages, or you can manually insert a signature when needed.
NOTE You can insert only one signature per e-mail message; you cannot include multiple signatures. If you want to include more information, create one signature with all the information, and then save it with a new name.

Insert a signature automatically

1. In a new message, on the Message tab, in the Include group, click Signature, and then click Signatures.

2. Under Choose default signature, in the E-mail account list, click an e-mail account with which you want to associate the signature.

3. In the New messages list, select the signature that you want.

4. If you want a signature to be included in message replies and in forwarded messages, in the Replies/forwards list, select the signature. If not, select none.

5. Click OK.

Insert a signature manually
1. In a new message, on the **Message** tab, in the **Include** group, click **Signature**, and then select the signature that you want.

**Stop including a signature automatically**

Do one of the following:

- **Stop including a signature automatically for all new messages**
- **Stop including a signature automatically for messages that you reply to or forward**
- **Remove a signature from an individual message**

**Stop including a signature automatically for all new messages**

1. In a new message, on the **Message** tab, in the **Include** group, click **Signature**, and then click **Signatures**.

   **NOTE** You can also access the signature options that are available on the **Message** tab after you click **Reply**, **Reply to All**, or **Forward** in an open message.

2. On the **E-mail Signature** tab, under **Choose default signature**, in the **New messages** list, select **none**.

3. Click **OK**.

4. To remove the signature from the message that is currently open, you must delete it manually. Select the signature and press DELETE.

   The signature will not appear in any new messages that you open next.

**Stop including a signature automatically for messages that you reply to or forward**

1. In a new message, on the **Message** tab, in the **Include** group, click **Signature**, and then click **Signatures**.

   **NOTE** You can also access the signature options that are available on the **Message** tab after you click **Reply**, **Reply to All**, or **Forward** in an open message.

2. On the **E-mail Signature** tab, under **Choose default signature**, in the **Replies/forwards** list, select **none**.

3. Click **OK**.

4. To remove the signature from the message that is currently open, you must delete it manually. Select the signature and press DELETE.
The signature will not appear in any new messages that you open next.

Remove an automatic signature from an individual message

In the body of the message, select the signature, and then press DELETE.