

Create a signature in Outlook browser interface

Outlook can add to your e-mail messages automatically a signature with your contact information and a picture.

You can also save different signatures in Outlook and use them in different situations.

[Creating a signature in Outlook 2010 Client application \(PDF\)](#)

[A video guide to creating a signature in Outlook 2010 Client application](#)

How do I create a signature in browser?

1. At the upper right on the Outlook browser interface, click **Options > Settings > Mail**
2. Type in and format your signature in the **E-mail signature** box. ([Email signature instructions for staff](#))
3. If you want to add the signature to all messages that you send, check **Automatically include my signature on messages I send**
4. Click on **Save** or press CTRL+S.

Other things to note

Even if you do not check the box that adds your signature to all the messages that you send, you can still add a signature to a new message.

1. Create a signature as explained above but do not check the Automatically include... box.
2. When typing a new message add the signature to it by clicking **Insert signature** in the toolbar.

[Allekirjoituksen luominen Outlookin selainliittymässä](#)