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Create/Add an email signature in Outlook



[Alyson Cordingley](#)

2 months ago · Updated

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You can add your email signature automatically to all outgoing messages, or you can choose to add your signature only to specific messages.


If you use both Outlook Web App and Outlook, you will need to create a signature in each. **The standard Elwyn email signature and email format can be found at the bottom of this article.**

Create a signature

- Outlook (desktop application)


1. Choose **File > Options**.
2. Choose **Mail** on the lefthand panel.
3. Find where it says **Signatures...** , select **New**. Type in a title for the signature and hit **OK**.
4. Edit the signature (use the signature format at the end of this article for reference).
5. Choose **Save**, then **OK**.

- Webmail

1. In a web browser, sign in to Outlook Web App using the URL webmail.elwyn.org. Enter your user name and password, and then click **Sign in**.
2. On the navigation bar at the top, choose **Settings**  > **Options**.
3. Under **Options**, choose **Settings** > **Mail**.
4. Under **Email signature**, in the text box, type the *signature* you want to use. Use the formatting mini toolbar to change the appearance of the signature.
5. If you want your signature to display at the bottom of all outgoing items, including replies and forwards, select **Automatically include my signature on messages I send**. If you don't select this option, you can manually add your signature to any message. For details, see [Manually add your signature to a new message](#).
6. Choose **Save**.



- Mobile Device (Phone App)

***** Email applications on Elwyn mobile devices will vary. You can create a signature, but not all color and formatting options will apply.***

1. In the phone email App, choose **Settings** .
2. If prompted, choose your email account from the list.
3. Choose **Signature**. Edit the signature as close as possible to the standard signature format (can be found at the end of [this article](#)).
4. Select **OK**.


Manually add your signature to a new message

If you've created a signature, but didn't select the option to add your signature to all outgoing messages, you manually can add it to specific messages.

1. In a web browser, sign in to Outlook Web App using the URL provided by the person who manages email for your organization. Enter your user name and password, and then click **Sign in**.
2. Choose **New mail** above the folder list. A new message form opens in the reading pane.
3. At the top of the message, choose  **Insert > Your signature**.
4. When your message is ready to go, choose  **Send**.

Automatically add your signature to every message you send

If you've created a signature, you can specify if the signature is added to all outgoing messages, including replies and forwards.

1. In a web browser, sign in to Outlook Web App using the URL provided by the person who manages email for your organization. Enter your user name and password, and then click **Sign in**.
2. On the nav bar, choose **Settings**  **> Options**.
3. Under **Options**, choose **Settings > Mail**.
4. Under **Email signature**, do one of the following:
 - To include your signature at the bottom of all outgoing messages, select the **Automatically include my signature on messages I send** check box.
 - To exclude your signature from showing at the bottom of all outgoing messages, clear the **Automatically include my signature on messages I send** check box.
5. Choose **Save**.

Standard Elwyn signature format

- Font: Use Arial 10 for text body and signature information, Arial 22 for Elwyn, Arial 8 for Est. 1852

- Red color: Go to More Colors, Custom, and enter these values – Red 191, Green 38, Blue 81

Jane D. Doe

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Elwyn

Est. 1852

We are using Arial for our standard font – with 10 point for emails.

You can find a copy and paste version of the signature format, attached.

 [Signature.docx](#)

10 KB · Download



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