

How to Upload Your Email Signature (Outlook)

9 Steps [View most recent version](#) 

Created by
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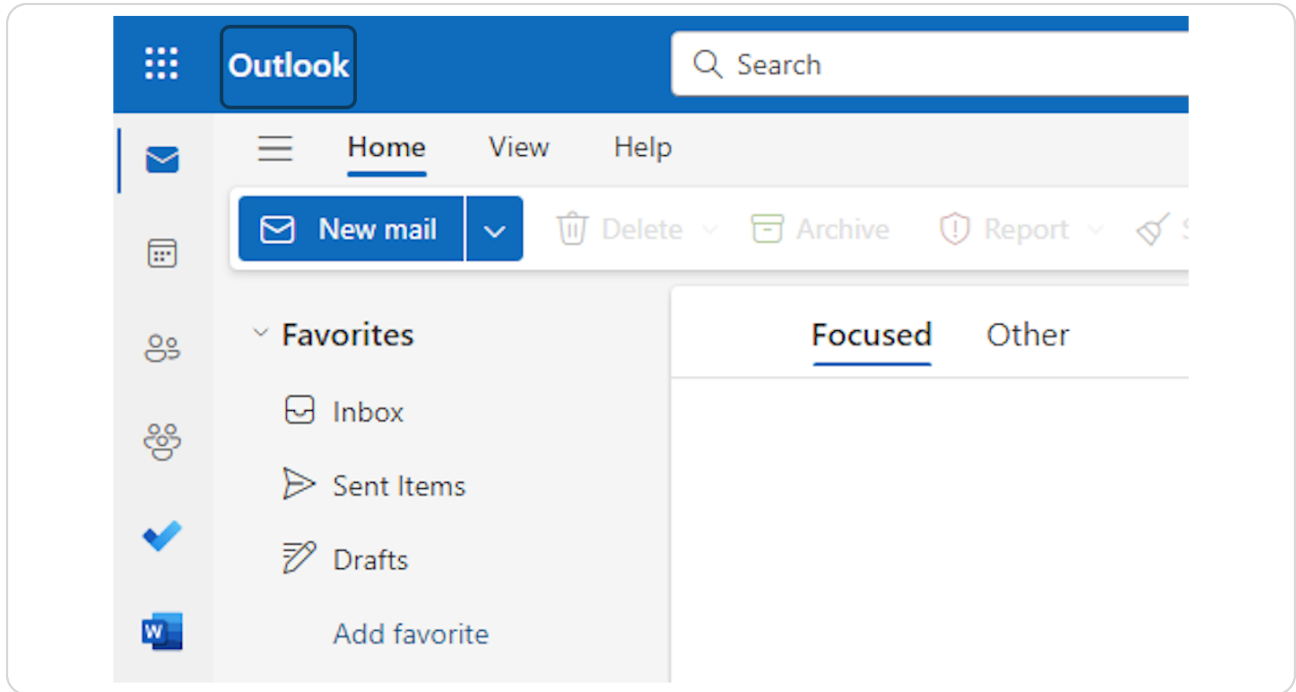
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i This guide walks you through updating your email signature through the [Outlook Web App \(OWA\)](#). Settings may be different if you use the Outlook program on your computer.

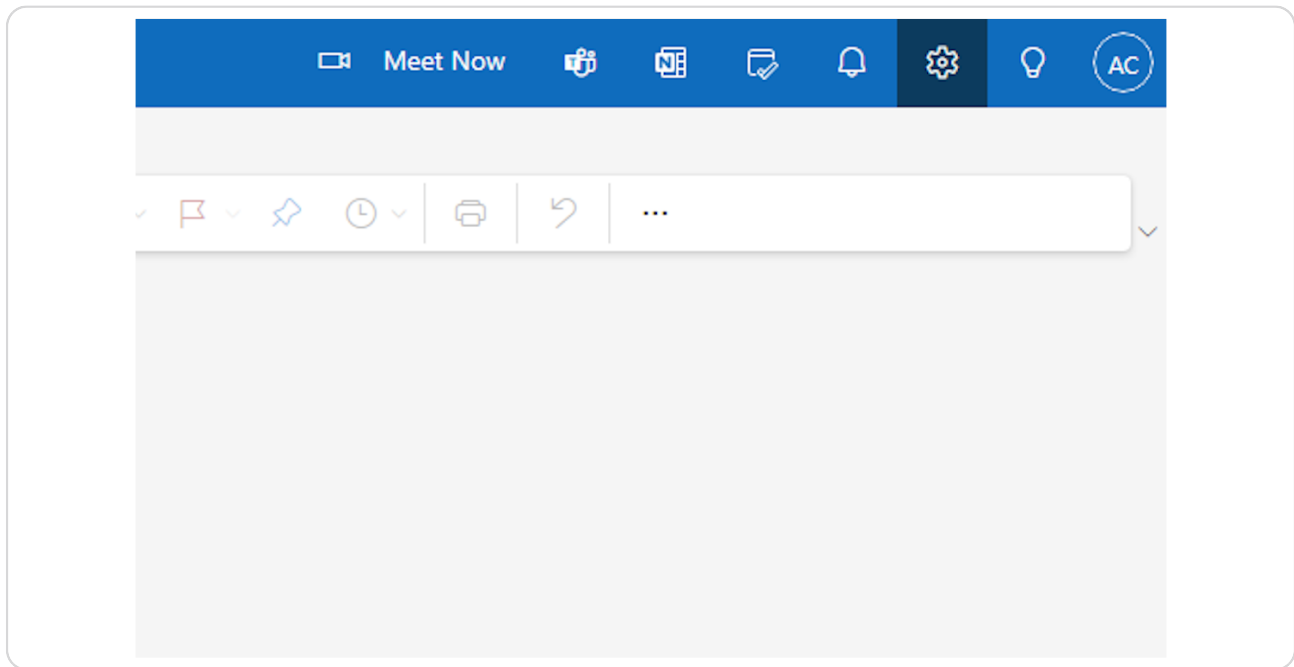
STEP 1

Log into your Microsoft account and go to Outlook to begin.



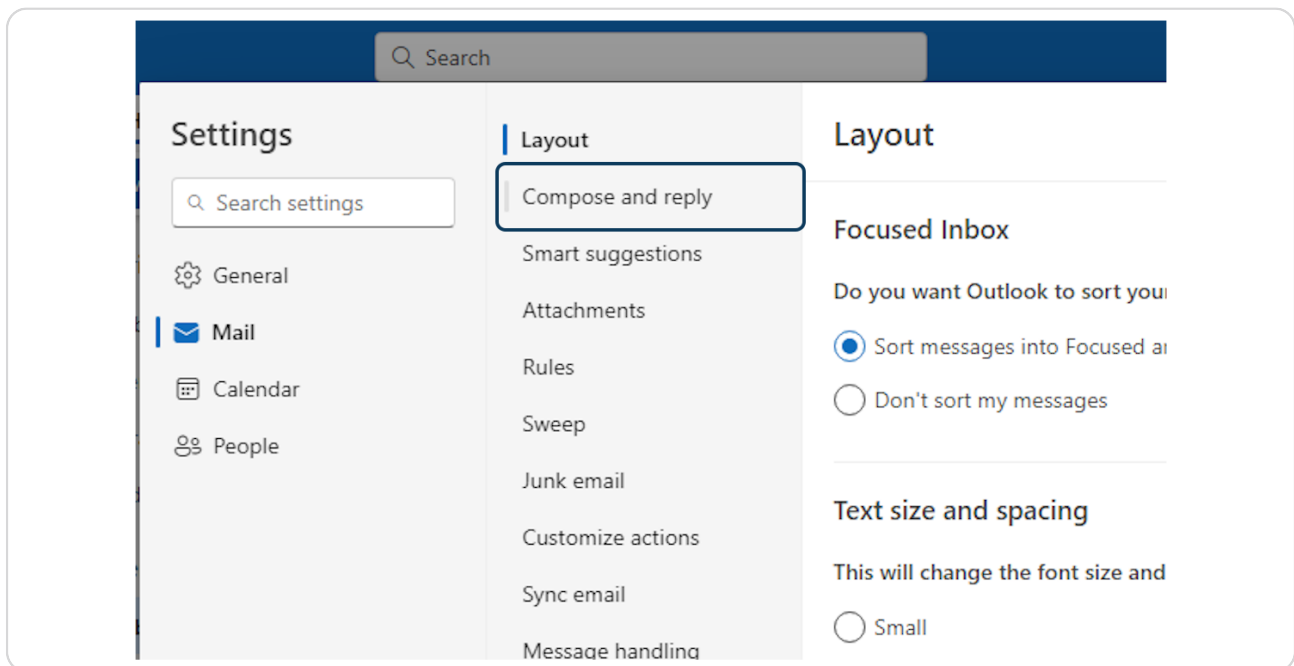
STEP 2

In the upper right-hand corner, locate and click on the gear icon.



STEP 3

Click on "Compose and reply".



STEP 4

Type a name for your new signature.

We recommend using your place of employment followed by your name for easy differentiation if you have multiple signatures.

Compose and reply

Email signature

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

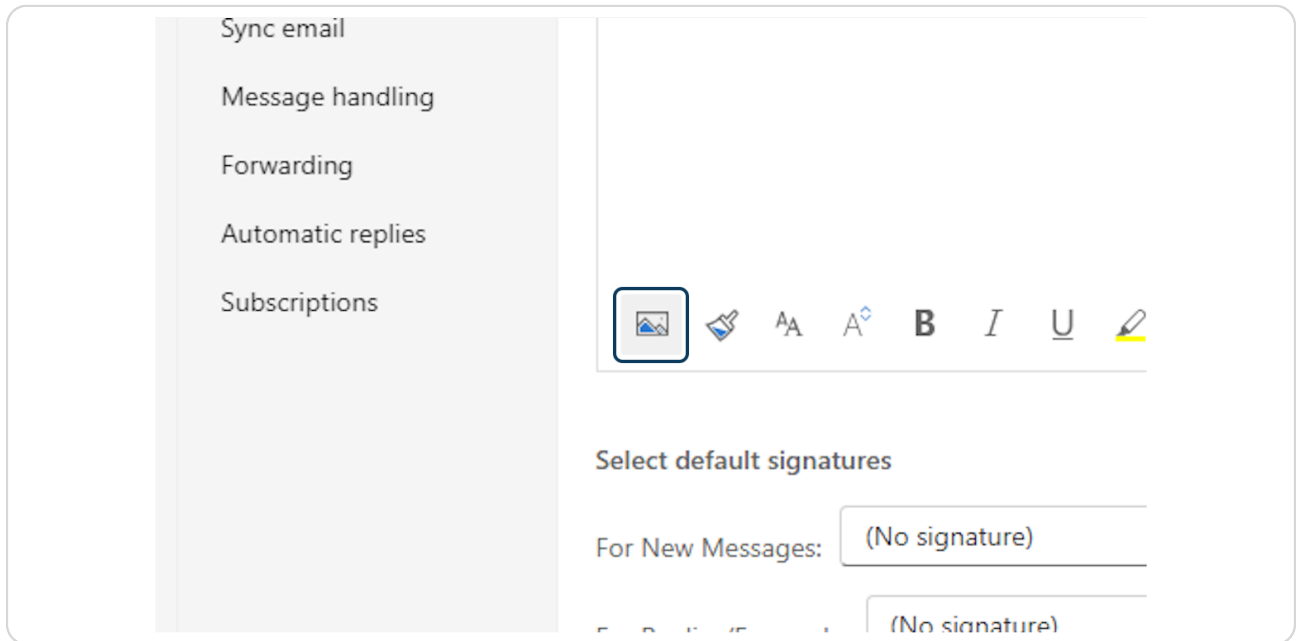
Create and edit signatures

[+ New signature](#)

STEP 5

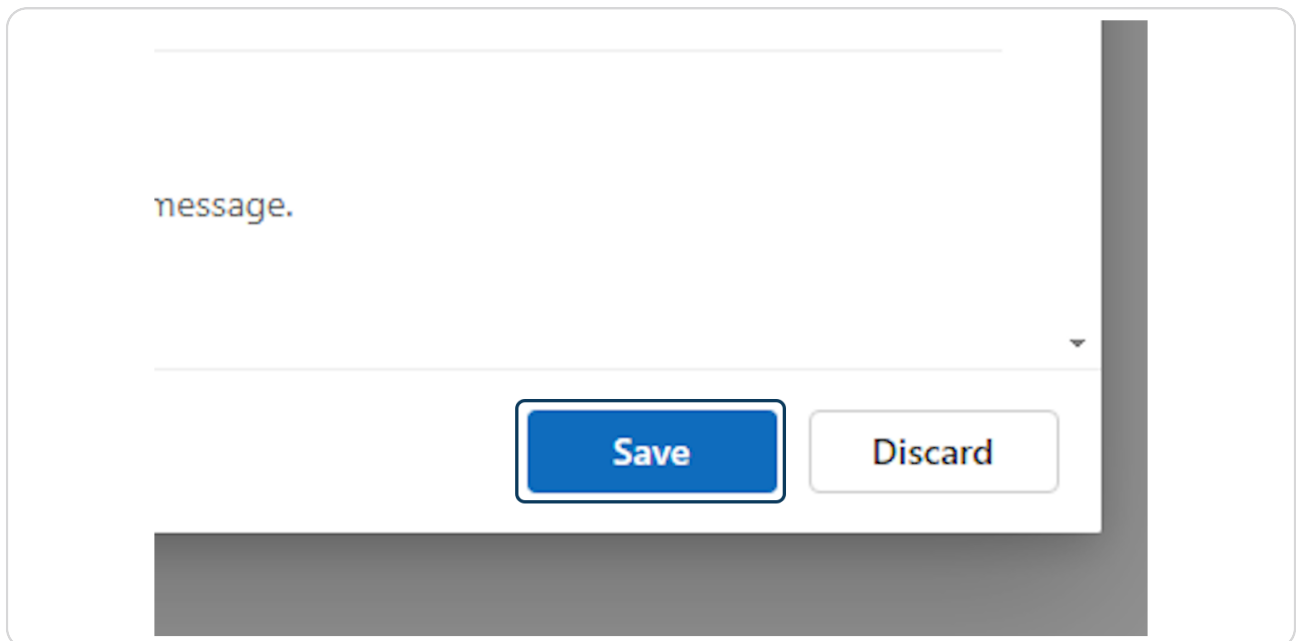
Click on "Insert pictures inline".

Find your email signature on your computer, choose it, and click "Open."



STEP 6

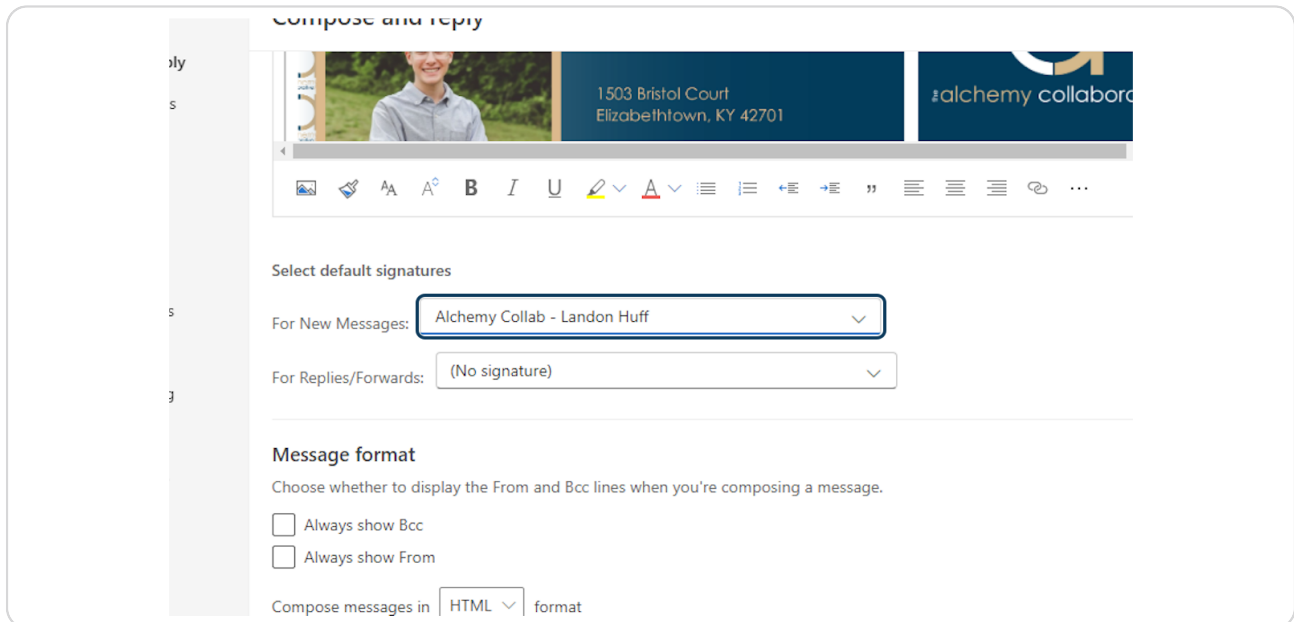
Once you've inserted your custom signature, click the "Save" button.



STEP 7

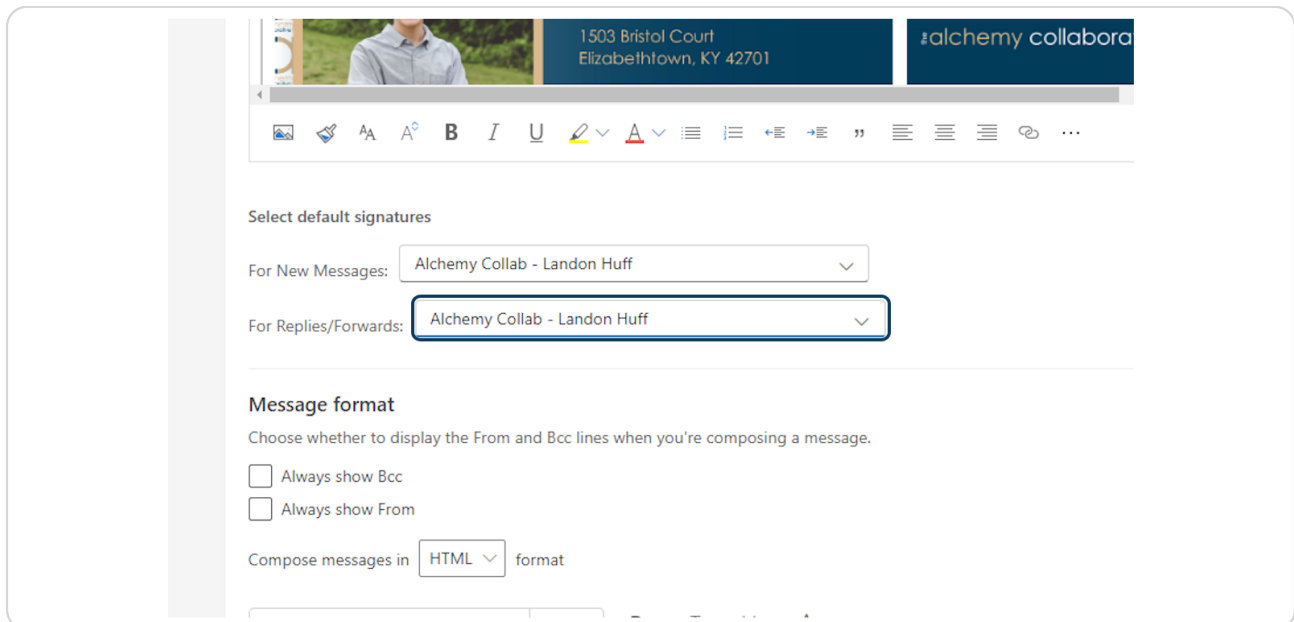
Under "Select default signatures", choose the dropdown beside "For New Messages".

Select the email signature that you just created.



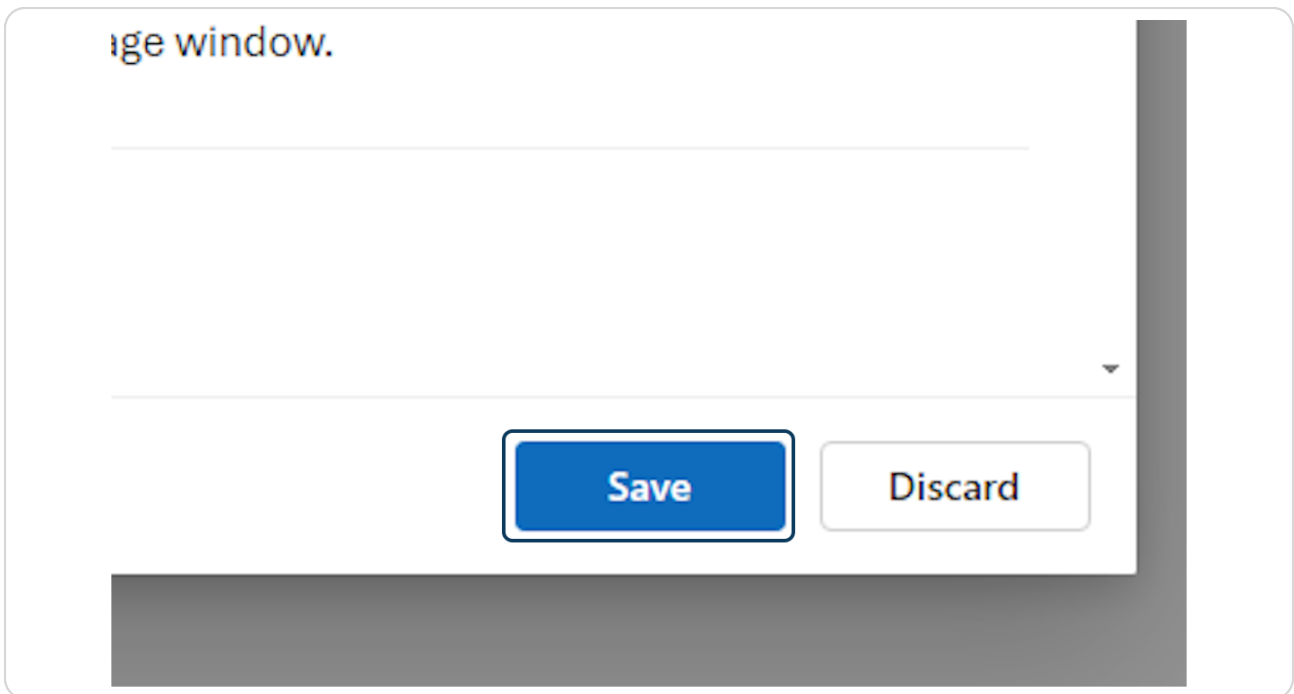
STEP 8

Do the same for the dropdown next to "For Replies/Forwards".



STEP 9

Click on the "Save" button again.



That's it! You've successfully uploaded your personalized email signature to Outlook.

