

# Add A Signature To Messages In Outlook

Signatures can be added automatically to all outgoing messages, or you can choose which messages include a signature.

Note: Each message can contain only one signature.

## Insert A Signature Automatically

On the Message tab, in the Include group, click Signature, and then click Signatures.



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

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).

## Insert A Signature Manually

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



**Tip:** To remove a signature from an open message, select the signature in the message body, and then press **DELETE**.