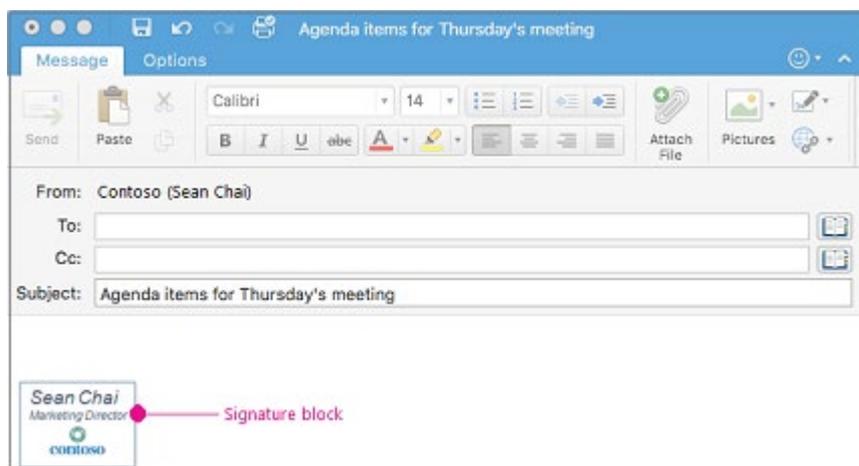


Create and insert a signature in Outlook for Mac

Outlook for Microsoft 365 for Mac Outlook 2021 for Mac Outlook 2019 for Mac [More...](#)

The signature attached to your emails can be customized to reflect your personal tastes, your company logo, or a particular mood. Signatures can contain text, links, and pictures; for example, you can create a signature for a business email that includes your name, job title, phone number, and company logo. Here's an example:



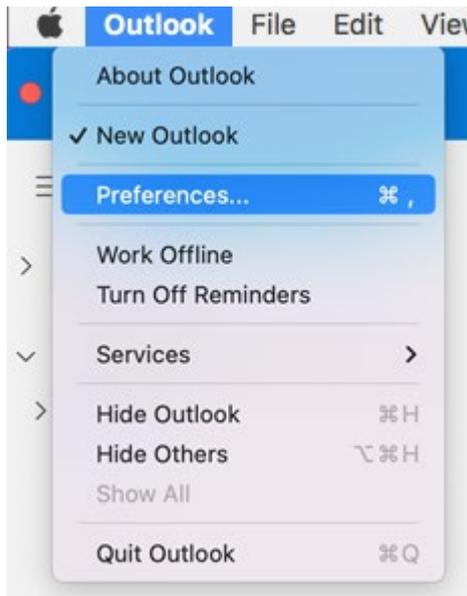
You can add signatures manually to individual email messages, or you can have a signature automatically added to every message that you send.

In Outlook, multiple objects must be anchored before you can drag them all at once. First, select one object. Next, press and hold Ctrl while you select more objects, and then you can drag them into place.

New Outlook for Mac Outlook for Mac 365 or 2016 - 2021

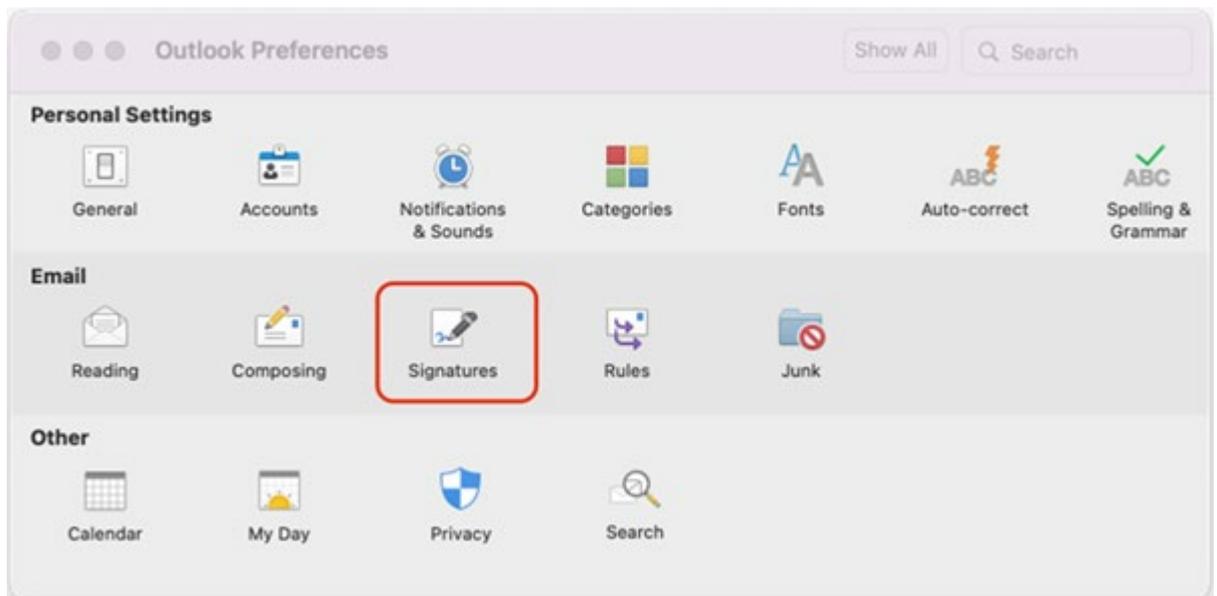
Create an email signature

1. On the **Outlook** menu, select **Preferences**.



Note: Select **Settings** if you are using macOS Ventura or higher.

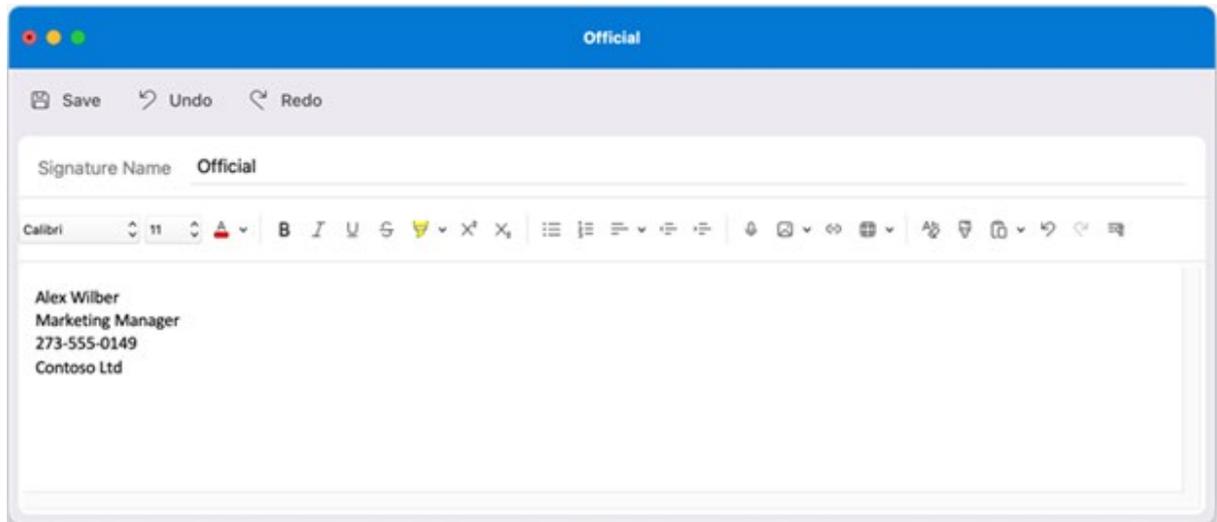
2. Under **Email**, select **Signatures**.



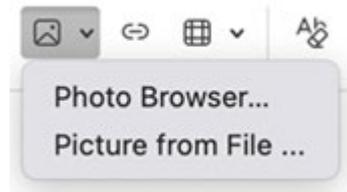
3. Double-click **Standard**, and then rename the default signature.

or

4. Select  to add a new signature.
5. Type the desired signature name.



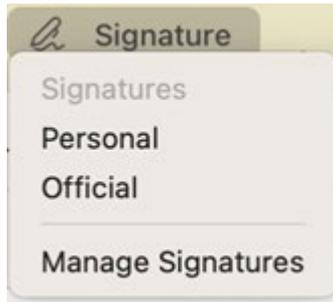
- In the Signature editor, type the text that you want to include in your signature. You can:
 - Apply formatting such as font, font style, font size, font color, or highlighting. Select the text before applying any formatting.
 - Add a photo, logo, or picture to your signature by inserting **Pictures** from **Photo Browser** or **Picture from file**.



- Add a hyperlink to your portfolio or company website.
Choose **Link** , type the **Text to Display** and **Address** and select **OK**.
 - Insert a table.
- After you are done creating your signature, select **Save** and close the editor window.
 - Close the **Signatures** window.

Add a signature to an email or calendar invite

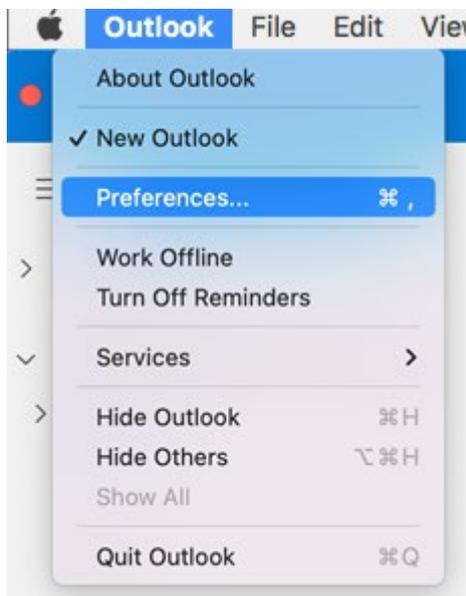
- Click in the body of your message.
- On the **Ribbon**, select **Signature**, and then choose a signature from the list.



Add a signature automatically to all messages

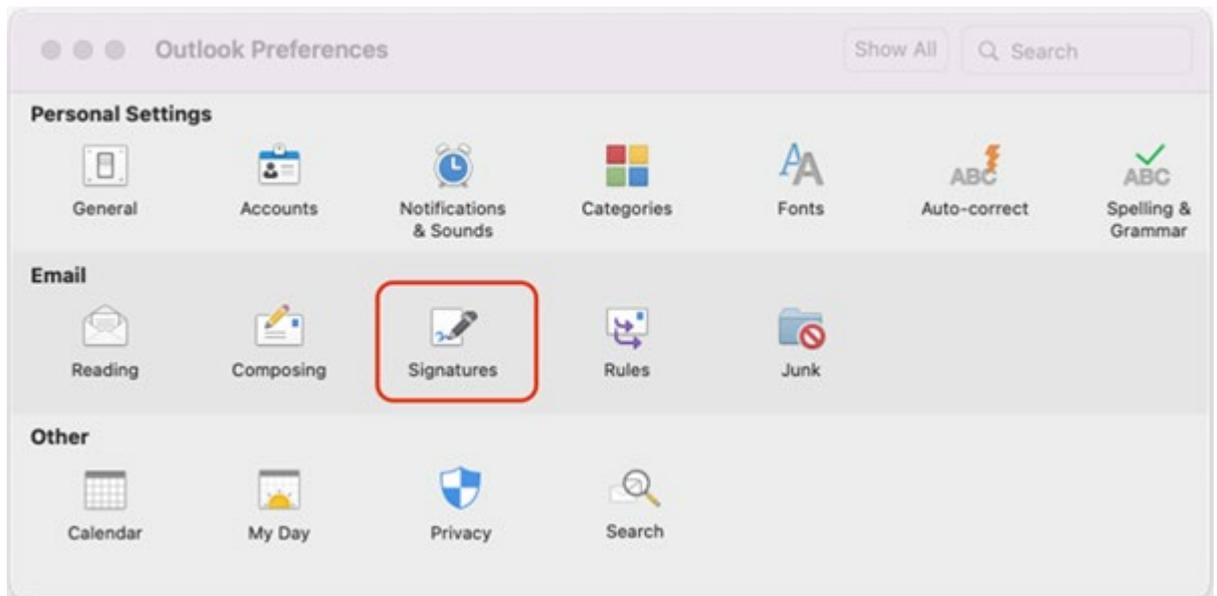
You can set a default signature for each of your mail accounts.

1. On the **Outlook** menu, select **Preferences**.



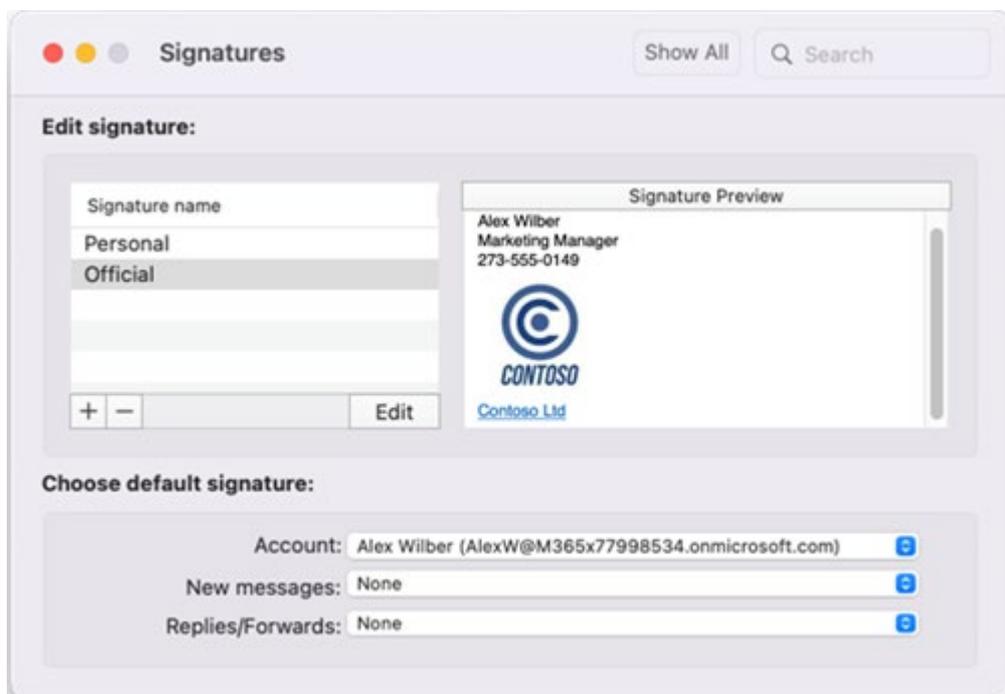
Note: Select **Settings** if you are using macOS Ventura or higher.

2. Under **E-mail**, select **Signatures**.



3. Under **Choose default signature**, select the account for which you'll set a default signature.

If you have multiple accounts, you must set the default signature separately for each account.



4. If you want to add a signature to all new messages, set the **New messages** option accordingly.
5. If you want to add a signature to all messages you reply to or forward, set the **Replies/forwards** option accordingly.
6. Close the **Signatures** window.