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:

• • •) 🖬 🖍 🖙 😤 Agenda items for Thursday's meeting ge Options 🐵 •	
Send	Image: Calibri Id Image: Calibri Id Image: Calibri Paste B I U object Attach Pictures Image: Calibri Pictures Image: Calibri	• •
From: To: Cc:	Contoso (Sean Chai)	
Subject:	Agenda items for Thursday's meeting	
Sean C Marketing I	Chai Director Seo	

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 MacOutlook 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.

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General	Accounts	Notifications & Sounds	Categories	Fonts	Auto-correct	Spelling & Grammar
Email		\frown				
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Other						
_		•	Q			
Calendar	My Day	Privacy	Search			

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

or

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

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Signatur	e Nar	me	c	offic	ial																												
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Alex Wilbe Marketing 273-555-0 Contoso Li	er ; Man 149 td	ager																															

- 6. 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 $\textcircled{}^{\bigcirc}$, type the Text to Display and Address and select OK.

- Insert a table.
- 7. After you are done creating your signature, select **Save** and close the editor window.
- 8. Close the **Signatures** window.

Add a signature to an email or calendar invite

- 1. Click in the body of your message.
- 2. 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.

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	<u>_</u>	1	F	0		
Reading	Composing	Signatures	Rules	Junk		
Other						
			Q			
Calendar	My Day	Privacy	Search			

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.

t signature:			
Signature name		Signature Preview	
Personal		Alex Wilber Marketing Manager	1
Official		273-555-0149	
+ -	Edit	CONTOSO Contoso Ltd	
oose default signature:			
Account:	Alex Wilbe	r (AlexW@M365x77998534.onmicrosoft.com)	8
No	None		Θ
New messages:			

- 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.