EMAIL SIGNATURE

OUTLOOK

Works with: New Outlook for Windows, Outlook on the web, classic Outlook and Outlook for Mac.

Copy the signature we designed for you, then paste it into Outlook. New and classic Outlook store signatures separately, so if you use both, do it in each.

Copy your signature

1. Save the signature file we emailed you (it ends in `.htm` or `.html`) to your computer.
2. Double-click the file. It opens in your web browser as a plain page showing only your signature.
3. Select the whole page with **Ctrl+A** (Mac: **Cmd+A**), then copy it with **Ctrl+C** (Mac: **Cmd+C**).

New Outlook for Windows and Outlook on the web

1. Click the gear icon at the top right, then **Accounts** › **Signatures**.
2. If you have several accounts, pick your business address at the top.
3. Click **+ New signature** and give it a name.
4. Click in the editing box and paste with **Ctrl+V**. Click **Save**.
5. Under **Select default signatures**, choose your new signature for **For New Messages** and **For Replies/Forwards**. Click **Save** again.

Classic Outlook for Windows

1. Click **File** › **Options** › **Mail**, then the **Signatures…** button.
2. Click **New**, name the signature and click **OK**.
3. Click in the **Edit signature** box and paste with **Ctrl+V**. If a small paste icon appears, choose **Keep Source Formatting**.
4. At the top right, pick your **E-mail account** and set **New messages** and **Replies/forwards** to the new signature.
5. Click **OK**, then **OK** again.

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Outlook for Mac

1. In the menu bar choose **Outlook › Settings › Signatures**.
2. Click **+**, name the signature, paste with **Cmd+V** and click the save icon. Close the editor.
3. Under **Choose default signature**, pick your account and set **New messages** and **Replies/forwards**.

Check it

1. Click **New mail** (classic: **New Email**) and confirm the signature is at the bottom. Send yourself a test.

> **Edits:** if you were sent a general company signature, change the name, title and phone number in the editing box before you save.

Stuck? Email **hello@formulamarketingsd.com** or call **(619) 995-8333** and tell us which step you are on.

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