

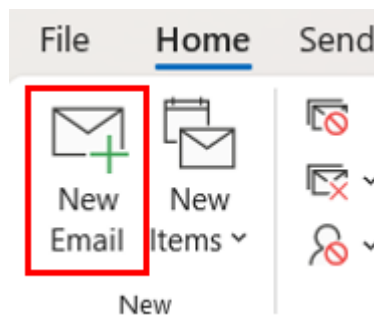
## Use Outlook signatures to save time <sup>[1]</sup>

May 28, 2024 by [ES and UIS Communications](#) <sup>[2]</sup>

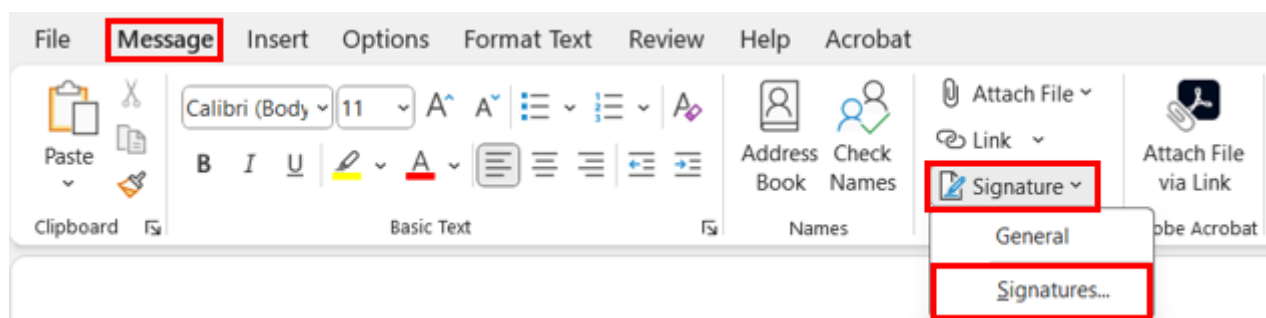
Email signatures are a great way to quickly add your contact information and other important details to an Outlook message. Signatures can also be used to respond to common requests by setting up a predefined response.

### Creating or editing an email signature

1. In Outlook, select **New email** from the **Home** tab.



2. Under the **Message** tab, select the **Signature** option. Select **Signatures** from the dropdown menu.



3. Select **New** and name your signature.

Signatures and Stationery

E-mail Signature Personal Stationery

E-mail account: Cooper.Baldwin@cu.edu

Select signature to edit

General

New

Delete

Rename

4. Type in your signature. Use the drop-down menu to choose a default signature for new messages and for replies/forwards. Remember to follow the University of Colorado's [branding guidelines and requirements for employee email signatures](#) [3].

Signatures and Stationery

E-mail Signature Personal Stationery

E-mail account: Cooper.Baldwin@cu.edu

Select signature to edit

CU System Administration  
General

New

Delete

Rename

Edit signature

Arial 10 B I U Automatic Business Card

Name  
Title, Department  
University of Colorado  
1800 Grant Street, Suite 000  
Denver, CO 80203  
t 303 860 0000  
c 303 555 0000  
f 303 860 0000  
[www.cu.edu](http://www.cu.edu)

Save [Get signature templates](#)

Choose default signature

New messages: General

Replies/forwards: General

OK Cancel

5. Select **OK** to save.

Signatures and Stationery ? X

E-mail Signature Personal Stationery

E-mail account: Cooper.Baldwin@cu.edu

Select signature to edit

CU System Administration  
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[www.cu.edu](http://www.cu.edu)

Save [Get signature templates](#)

Choose default signature

New messages: General

Replies/forwards: General

OK Cancel

## Use a customized email signature to quickly respond to common requests

If you often send identical email replies to the same questions, you can create additional email signatures as a shortcut to pasting your standard answer into the email.

1. Navigate to the signatures panel, as described in steps 1 and 2 above.
2. Select **New** and name this signature so it clearly identifies the topic.

New Signature ? X

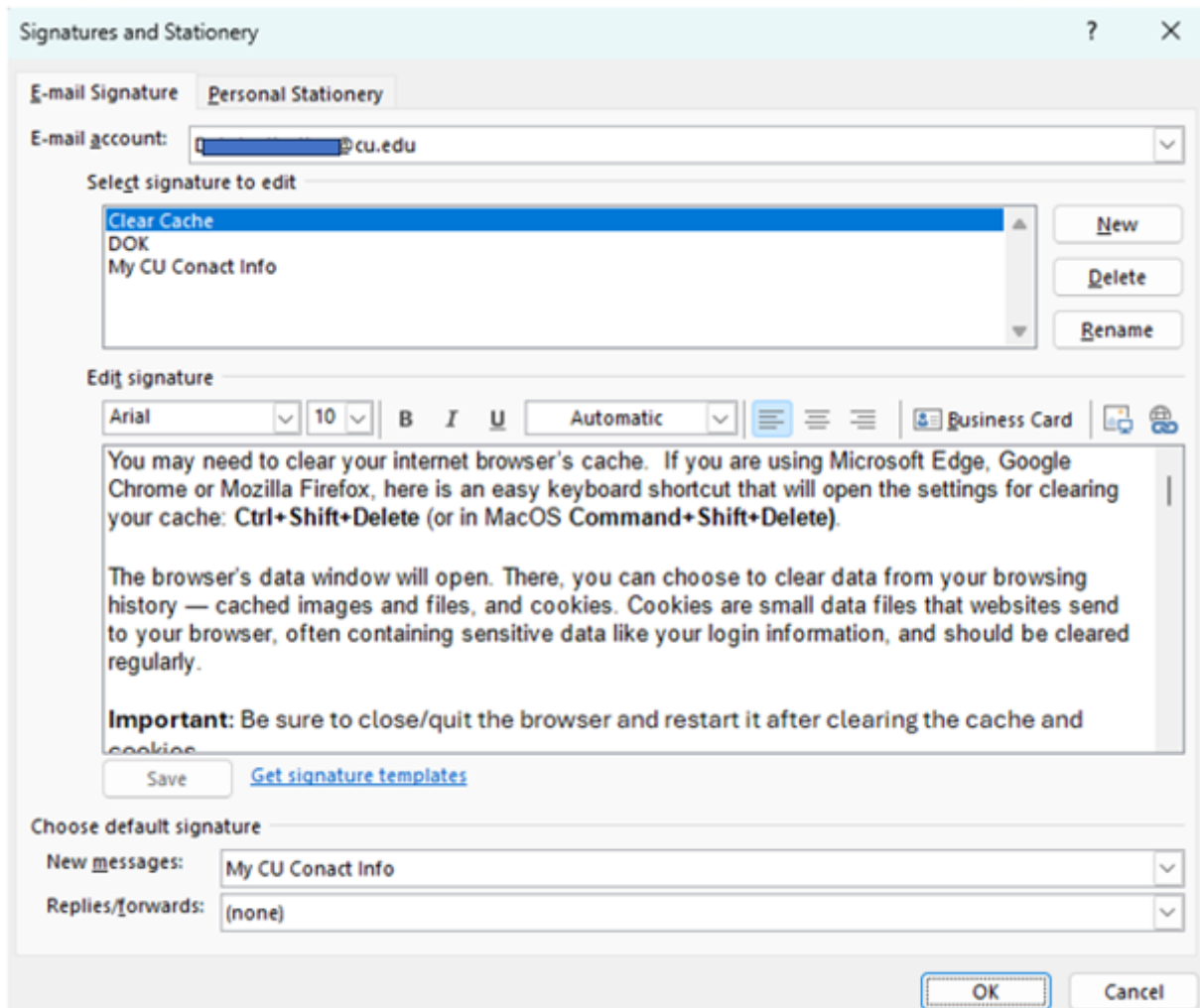
Type a name for this signature:

Tech Tips Example

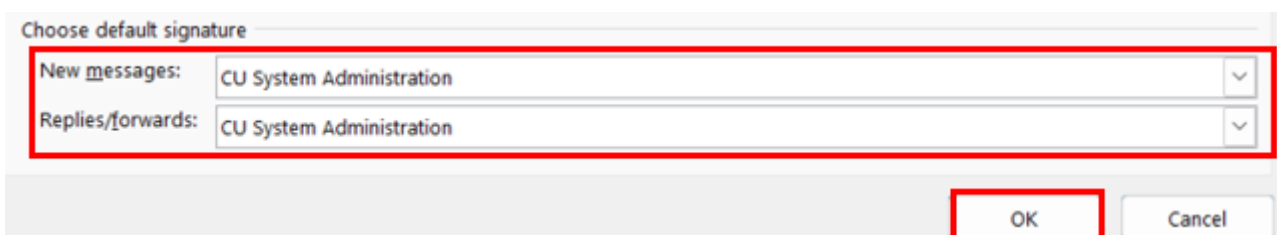
OK Cancel

3. Draft a response to a common question. Be sure to name the signature in relation to the question it addresses. The example below is in response to users asking how to

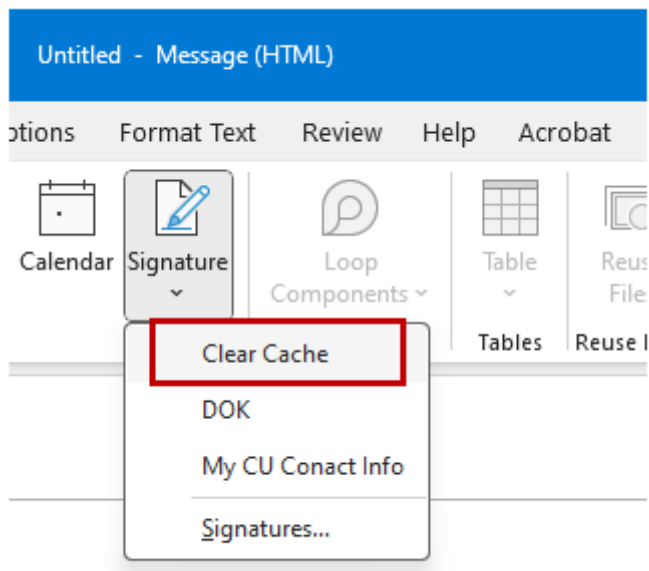
clear their cache.



4. Confirm that this response signature is **NOT** selected for either default signature, and select **OK** to save.



5. The next time you receive the common request, your customized signature will be ready in the drop-down list of available signatures. You can select that email signature from the Signature drop-down menu to quickly reply.



Outlook email <sup>[4]</sup>, [new employees](#) <sup>[5]</sup>

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