Home > Use Outlook signatures to save time

# Use Outlook signatures to save time [1]

May 28, 2024 by ES and UIS Communications [2]

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.

File	Home	Send
New Email	New Items ~	∞ ~ ∞ ~
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2. Under the **Message** tab, select the **Signature** option. Select **Signatures** from the dropdown menu.



3. Select New and name your signature.

Signatures and Si		? ×	<	
E-mail Signature	Personal Stationery			
E-mail account:	Cooper.Baldwin@cu.edu		~	-
Sele <u>c</u> t signal	ure to edit	_		-
General	· · · · · · · · · · · · · · · · · · ·	10	New	]
			<u>D</u> elete	]
	~		<u>R</u> ename	]

**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 S	Stationery	?	×
E-mail Signature	Personal Stationery		
E-mail <u>a</u> ccount:	Cooper.Baldwin@cu.edu		~
Sele <u>c</u> t signa	ature to edit		
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Univers 1800 G Denver t 303 8 c 303 5			1
Choose default si	-		
New <u>m</u> essages			~
Replies/ <u>f</u> orward	rds: General		~
	ок	Canc	el

5. Select OK to save.

Signatures and Stat	tionery	?	×
E-mail Signature	Personal Stationery		
E-mail <u>a</u> ccount: C	Cooper.Baldwin@cu.edu		$\sim$
Sele <u>c</u> t signatur	re to edit		
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1800 Gra	y of Colorado ant Street, Suite 000 CO 80203 0 0000 5 0000 0 0000 edu		I
<u>S</u> ave	Get signature templates		
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New <u>m</u> essages:	General		$\sim$
Replies/ <u>f</u> orwards:	General		$\sim$
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## 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	?	×					
Type a name for this signature:							
Tech Tips Example							
ОК	Car	ncel					

**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.

Signatures and Station	hery	?	×
E-mail Signature Pe	rsonal Stationery		
E-mail <u>a</u> ccount:	₽ cu.edu		$\sim$
Sele <u>c</u> t signature	e to edit		_
Clear Cache DOK		New	
My CU Conac	tinfo	Delete	
	Ψ (	Renam	e
Edit signature			
Arial	V 10 V B I U Automatic V = = = Business Care	d   📑	<b>e</b>
your cache: The browse history — c to your brow regularly.	Mozilla Firefox, here is an easy keyboard shortcut that will open the settings for cle Ctrl+Shift+Delete (or in MacOS Command+Shift+Delete). It's data window will open. There, you can choose to clear data from your browsi ached images and files, and cookies. Cookies are small data files that websites wser, often containing sensitive data like your login information, and should be of the sure to close/quit the browser and restart it after clearing the cache ar	ng send leared	
Save	Get signature templates		
Choose default signal	ture		
New messages:	My CU Conact Info		$\sim$
Replies/ <u>f</u> orwards:	(none)		~
	ОК	Can	cel

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

hoose default signa	iture
New <u>m</u> essages:	CU System Administration
Replies/ <u>f</u> orwards:	CU System Administration
	OK Cancel

**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.

Untitled - Message (HTML)								
otions	Foi	rmat Text	Review	ŀ	lelp	Acro	obat	
Calendar	Sig	gnature	Loop Components	~	Ti	able	Reus File	
		Clear C	Cache		Ta	bles	Reuse I	
		DOK						
		My CU	Conact Info					
		<u>S</u> ignat	ures					

Outlook email [4], new employees [5]

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Send email when Published:

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[1] https://www.cu.edu/blog/tech-tips/use-outlook-signatures-save-time
[2] https://www.cu.edu/blog/tech-tips/use-outlook-and-identity-guidelines/email-signatures
[4] https://www.cu.edu/blog/tech-tips/tag/outlook-email
[5] https://www.cu.edu/blog/tech-tips/tag/new-employees