Use Outlook signatures to save time [1]
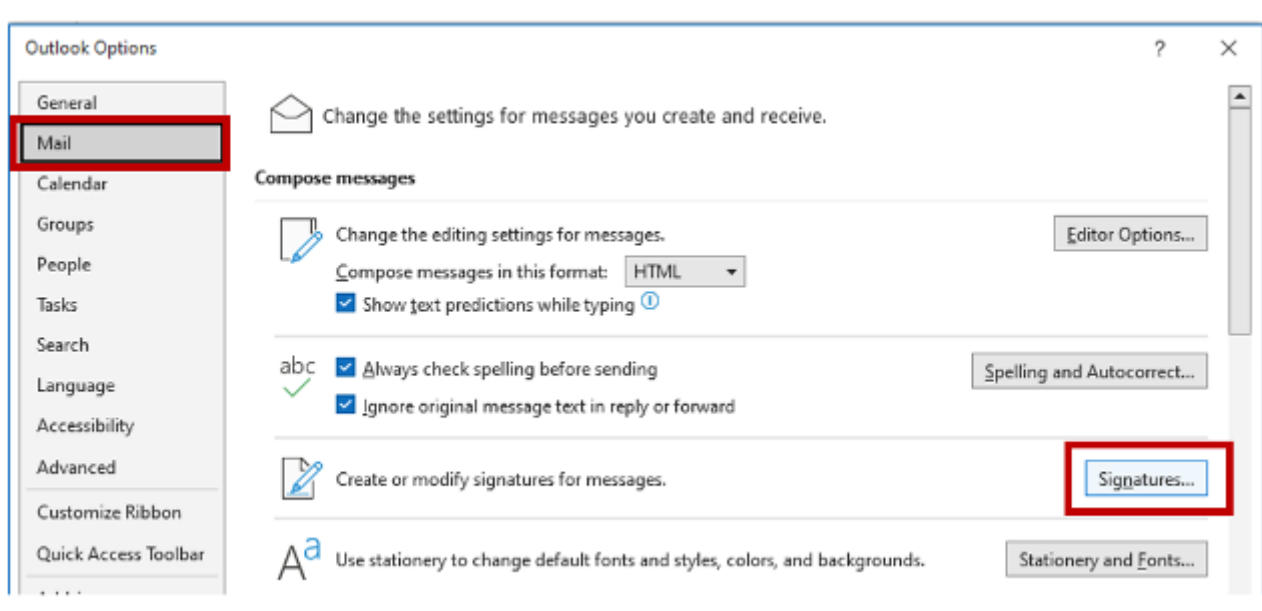
April 26, 2023 by ES and UIS Communications [2]

Email signatures quickly add your contact information at the end of an email. Did you know you can also use them as a template for responses to common customer requests?

Create an email signature

1. Open Outlook and select **File>Options**

2. Select **Mail >Signatures.**

3. In the pop-up box labeled Signatures and Stationery, select **New.**

4. Enter a name for this signature and click **OK.**

5. Type your signature and use the available formatting options to change its appearance. See CU System's email signature style guide [3]for details.

6. Use the drop-down menu to choose a default signature for new messages and for replies/forwards.

7. Click **OK** when you're done.

Note: If using Outlook online, the instructions are slightly different. Type **signature** in the Settings search box. It will take you to the Mail > Compose and Reply > Email Signature screen. Select **New Signature,** then edit the signature name, enter your information and settings, select default signatures and click **Save**.

## 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. Follow steps 1 through 4 above, but instead of adding your contact information, draft a response to a common question. Be sure to name the signature in relation to the question it addresses. Our example below is in response to users asking how to clear their cache.

2. Confirm that this response signature is NOT selected for either default signature.

3. Click **OK**.

The next time you receive the common request, you can use the email signature to quickly reply.

1. Go to the message and choose **Reply**

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2. Type your greeting and then select **Signature** from the top menu bar.
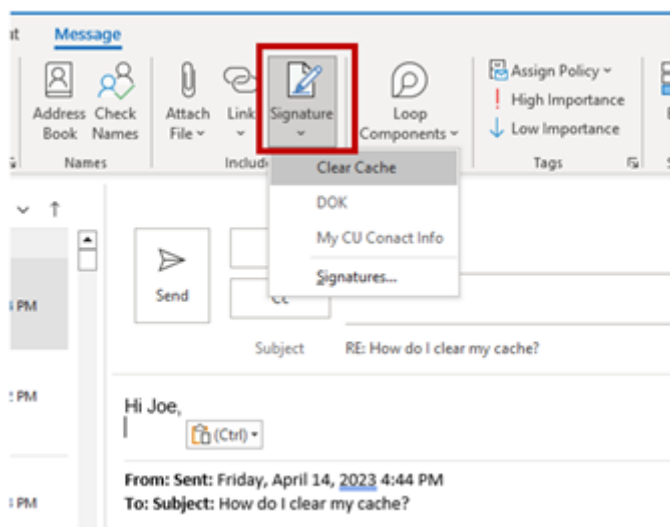
3. Click on the specifically named signature. Your response will appear in the email body.

4. Review the email and add any necessary customization. When your email message is ready, choose **Send**.
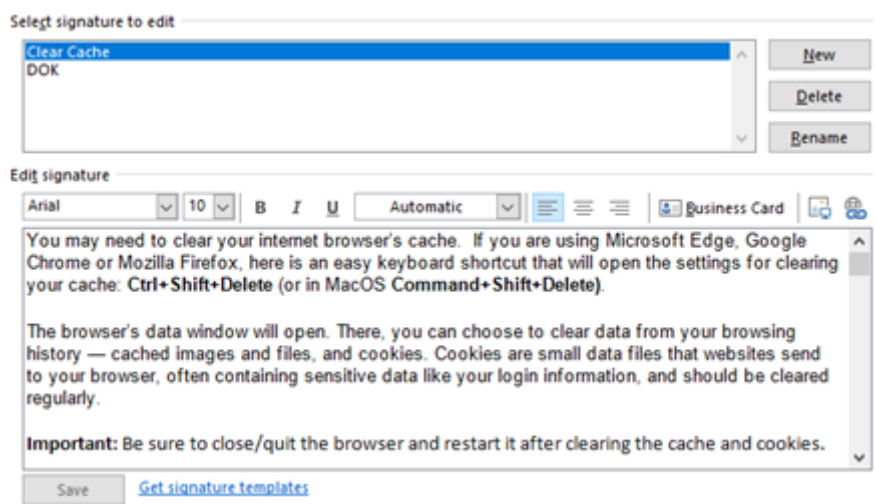
Email signature [4], Outlook email [5]
Display Title:
Use Outlook signatures to save time
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No

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