

Changing your signature in Outlook

1. From the main Microsoft Outlook window, on the **Tools** menu, click **Options**, and then click the **Mail Format** tab.
2. In the **Compose in this message format** list, click the message format that the signature is used with.
3. Under **Signature**, click **Signatures**.
4. Click the signature you want to change, and then click **Edit**.
5. In the **Signature text** box, type the text you want to include in the signature.

To view a demonstration of this process click the screen below.

