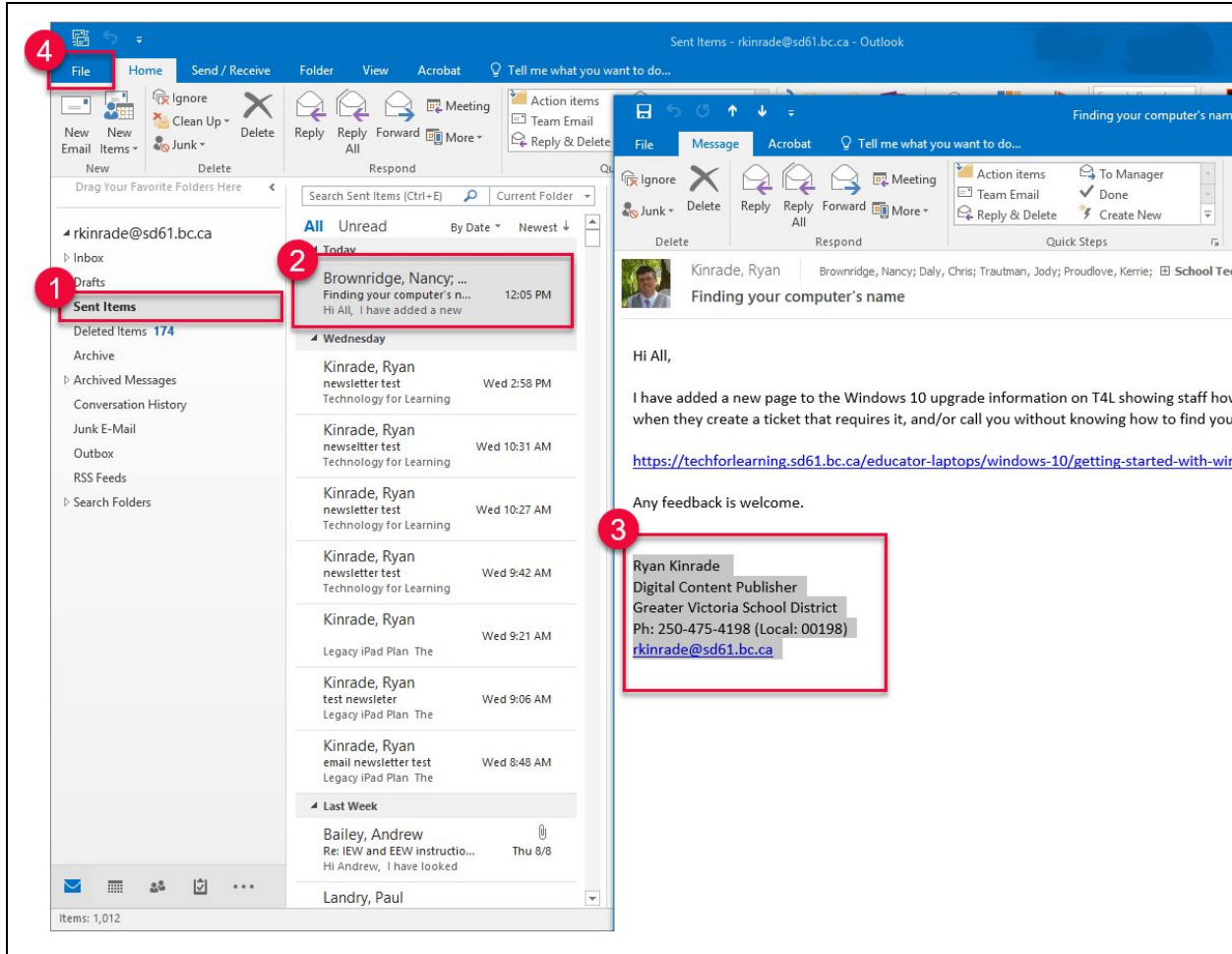


## Adding Your Email Signature in Outlook 2016

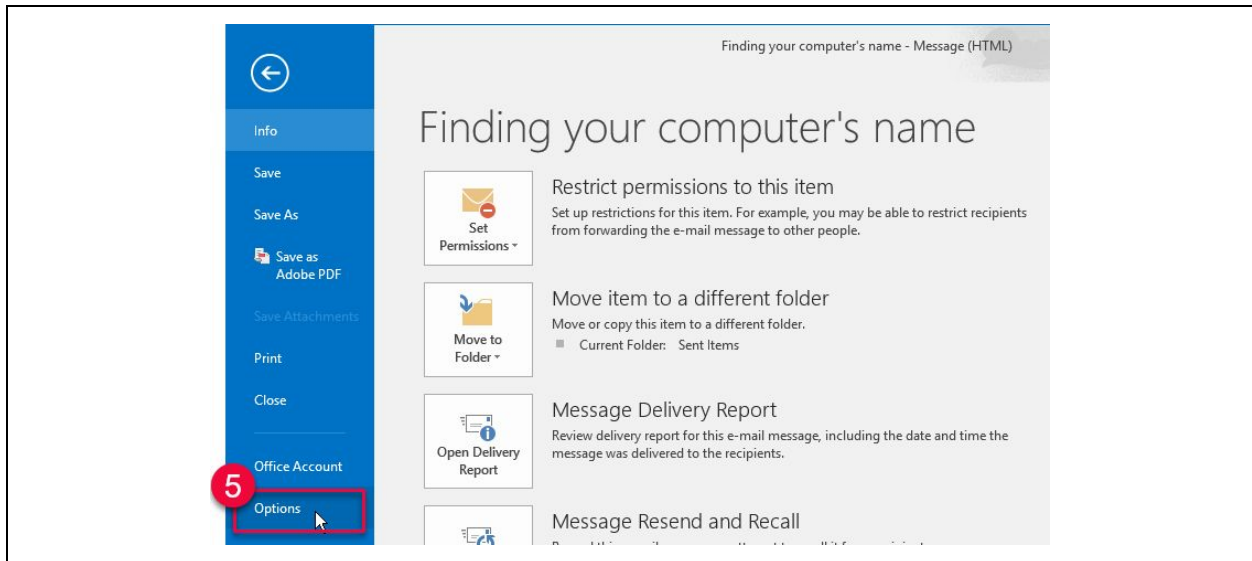


If your email signature disappeared in Outlook after receiving an upgrade to Windows 10 follow the steps below. To create a new signature skip ahead to **Step 5**.

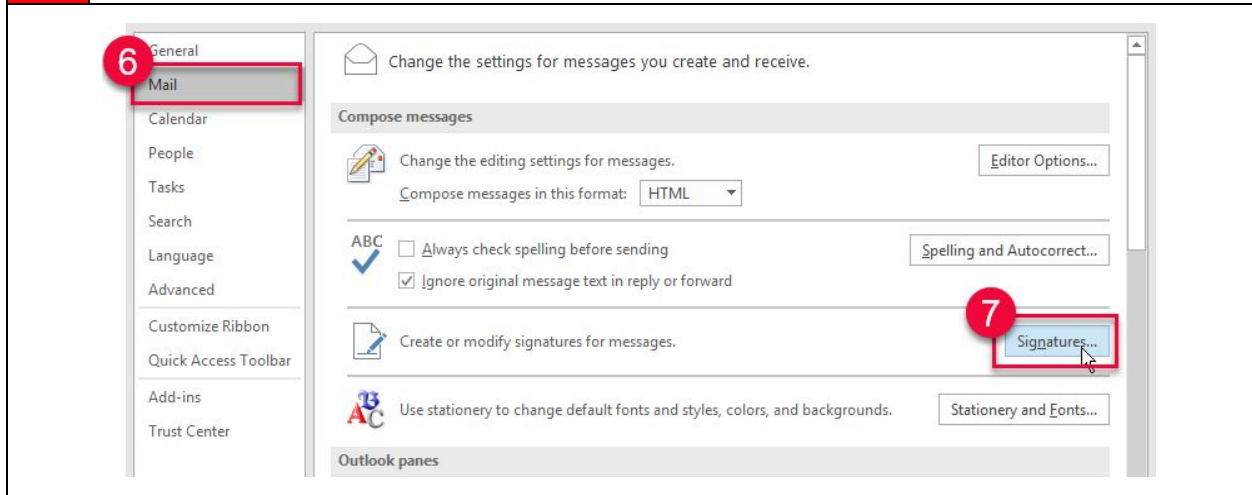


The screenshot shows the Outlook 2016 interface with four numbered steps: 1. The 'Sent Items' folder is selected in the left-hand navigation pane. 2. A specific email is double-clicked to open it in the main window. 3. The signature block, which includes the name 'Ryan Kinrade', title 'Digital Content Publisher', organization 'Greater Victoria School District', phone number, and email address, is highlighted. 4. The 'File' tab is selected at the top of the Outlook ribbon.

1	Open Outlook 2016 & Click on your <b>Sent Items</b> folder
2	Double-click on a previously sent email with your signature to open it.
3	In the window that opens highlight your signature and copy it (Ctrl + c)
4	Click on the <b>File</b> tab at the top of the Outlook window

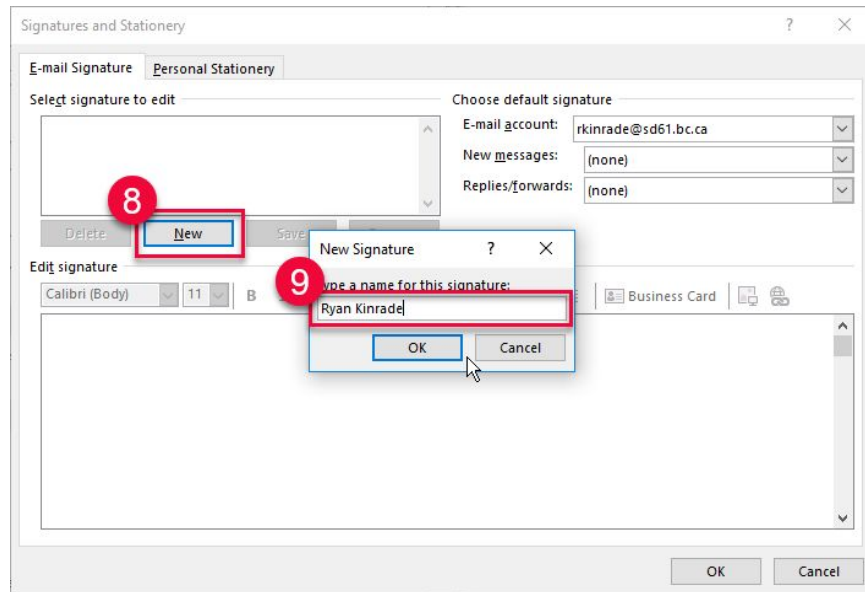


**5** Click **Options** in the left-hand sidebar of the File window



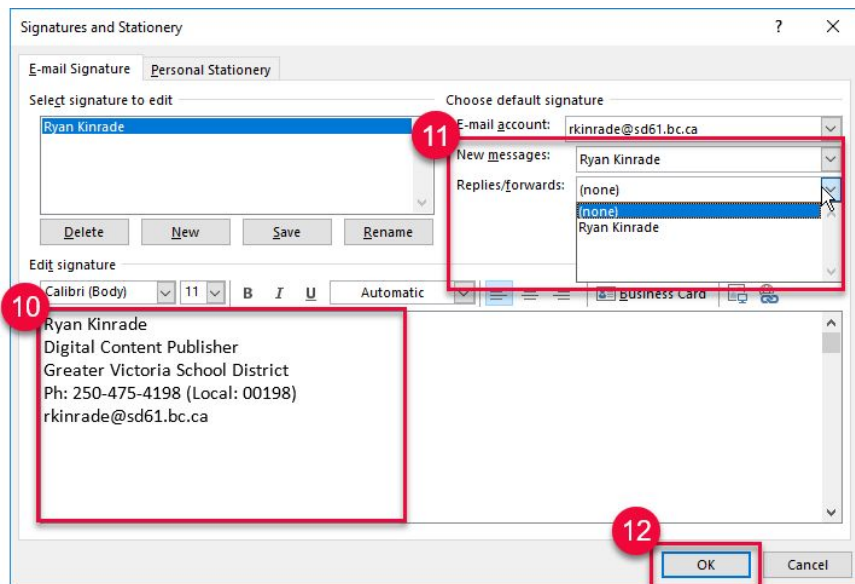
**6** Click **Mail**, second item down on the left-hand side

**7** Click the **Signatures...** button on the right



8 Click the New button to create a new signature

9 Name the signature (be descriptive if you use more than one signature)



10 Paste your signature (Ctrl + v) from **Step 3**, or create a new one.

11 Click the drop-down menus for **New message** & **Replies/forwards** and add the signature you've created to these fields

12 Click the OK button at the bottom to save the changes