



## Set an Automatic Signature

This guide will show you how to set an automatic signature on your emails so that when you send and reply to emails all of the important information such as your name, role, contact details are automatically displayed at the bottom of your email.

□ Teams call	□	Settings ×	Q Activity	
> ⊞ … ×	Search Outlook settings Theme		Chat Chat	From the Outlook home page click on settings in the top right-hand corner of your page.
	Dark mode ① Focused Inbox ①		Calendar	



Type the word 'signature' into the search box then click on Email signature. The below screen will appear. In the Edit signature name box type what you would like to call your signature. I have chosen my name.

Settings	Layout	Compose and reply	×
Settings Cearch settings Cearch settings Calendar R People View quick settings	Layout Compose and reply Attachments Rules Sweep Junk email Customize actions Sync email Message handling Forwarding Automatic replies Retention policies S/MIME Groups	Compose and reply         Enail signature         Edit and choose signatures that will be automatically added to your email message.         Create and edit signatures         + New signature         Edit signature name         Image:	×
		For Replies/Forwards:	
		Save Disc	ard

Next, copy and paste the below template into the template box as shown below. You can edit your name and role into the areas indicated. The font, colour and size should remain the same.

## <Your name>

<Your volunteer role> Motor Neurone Disease Association www.mndassociation.org

Settings	Layout	Compose and reply ×
Settings Search settings General Mail Calendar	Layout Compose and reply Attachments Rules Sweep Junk email	Compose and reply       ×         Email signature       Edit and choose signatures that will be automatically added to your email message.         Create and edit signatures       +         +       New signature         Ian Barbar       -
<sub>A</sub> <sup>R</sup> People View quick settings	Customize actions Sync email Message handling Forwarding Automatic replies Retention policies S/MIME Groups	Verbarber         Sarah Phillips         Volunteer         Motor Neurone Disease Association         www.mndassociation.org         Image: Sociation of the second

After this you need to select which messages you would like your signature to appear on. The suggestion is select New Messages and Replies/Forwards.

Select default signatu	Ires			
For New Messages:			$\sim$	
	(No signature)			
For Replies/Forwards	Jen Barber	Am		

Your screen should look like the below instead showing your signature name. Next click Save.

Select default signatur	res
For New Messages:	Jen Barber $\checkmark$
For Replies/Forwards:	Jen Barber
Message format Choose whether to dis	play the From and Bcc lines when you're composing a message.
Always show Bcc	
Always show From	1
	Save

When you create a new email your new signature will automatically display as shown below.

То	
Cc	
Всс	
Add a subject	
Sarah Phillips Volunteer Motor Neurone Disease Association www.mndassociation.org	
$ \label{eq:calibri} \checkmark \boxed{12} \lor \ \mbox{B}  I  \buildrel \ \ \buildrel \ \ \buildrel \ \ \buildrel \ \buildrel \ \buildrel \ \buildrel \ \buildrel \ \buildrel \ \ \buildrel \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \$	
Send V Discard 🔋 📾 😥 🌖	Draft saved at 11:57 AM