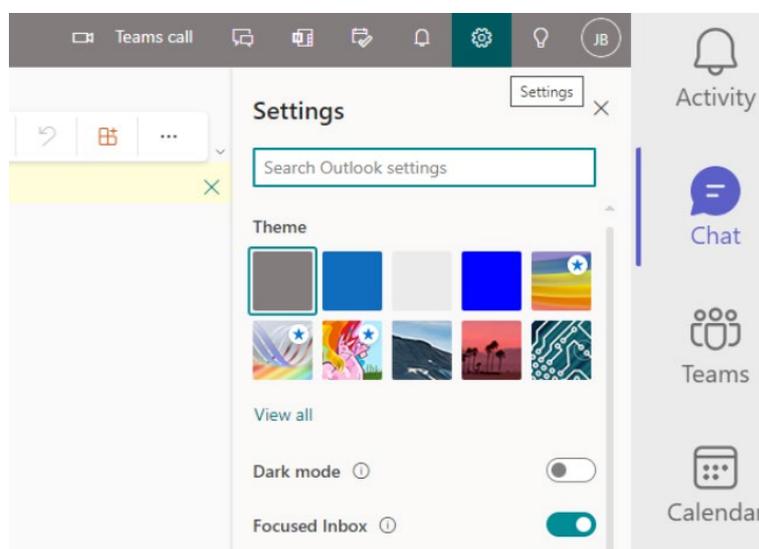# How to set an automatic signature

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.

From the Outlook home page click on settings in the top right-hand corner of your page. Type the word 'signature' into the search box then click on Email signature.
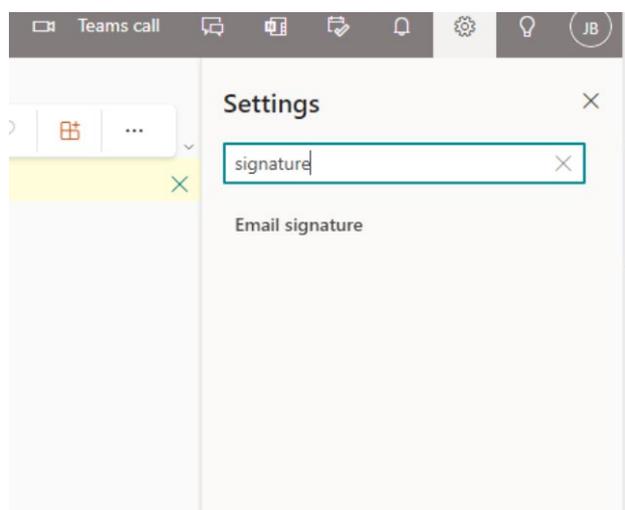
The below screen will appear. In the edit signature name box type what you would like to call your signature, for example your name
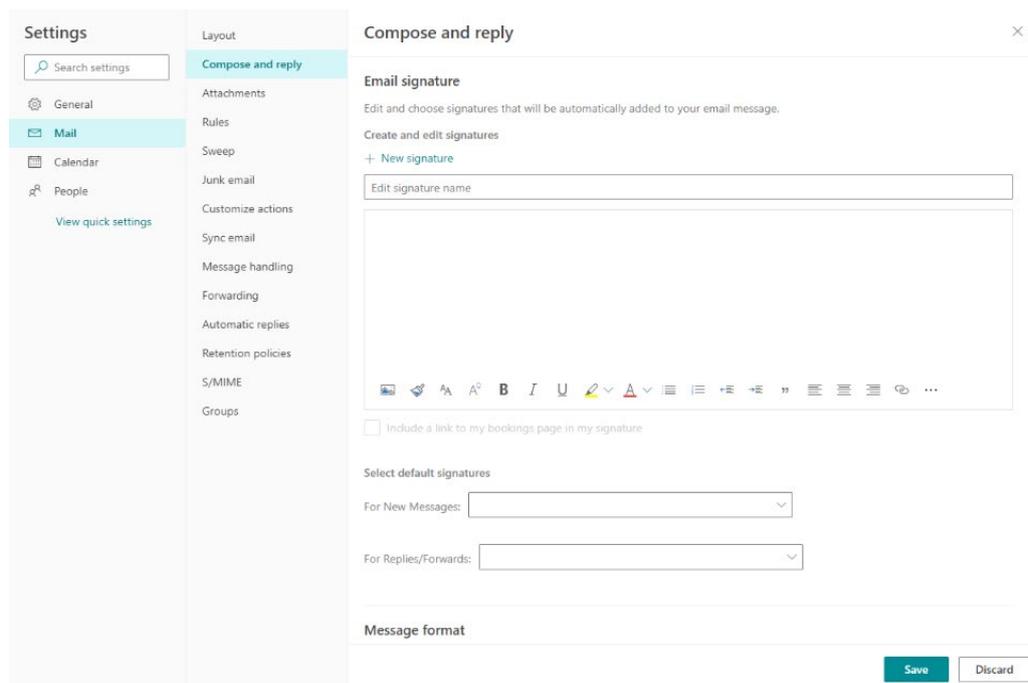
Next copy and paste the below template into the template box as shown below. You can edit your name and role into the areas indicated. The font, colour and size should remain the same.

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

Next, choose which types of messages you want your signature to appear on. We recommend selecting both *New messages* and *Replies/forwards*, and assigning your signature to each

Select default signatures

For New Messages: ⌄

(No signature)

For Replies/Forwards   Jen Barber

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

Select default signatures

For New Messages: Jen Barber   ⌄

For Replies/Forwards: Jen Barber   ⌄

Message format

Choose whether to display the From and Bcc lines when you're composing a message.

☑ Always show Bcc
☐ Always show From

Save   Discard

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

Send	To	
	Cc	
	Bcc	
	Subject	

Jen Barber
Volunteer
Motor Neurone Disease Association
mndassociation.org