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How To Make An Email Signature.

In this guide you will learn:

How to make and select an email signature within Outlook.

1. Open Outlook

Navigating to the Signature section

Within Outlook navigate to the home tab and click "New Email".

A new tab should then open. In that newly opened tab select the messages tab, click the Signature icon in include section, then click "Signatures".

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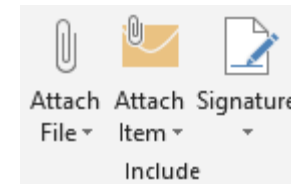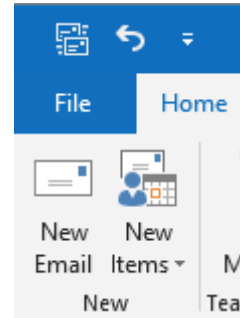
Creating a signature

Within the Signatures and Stationary menu that just opened click "New" button.

Then name what you want your Signature to be called.

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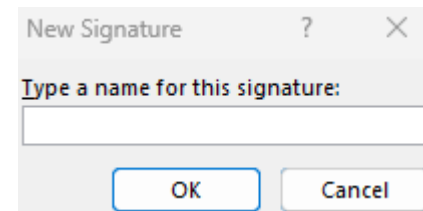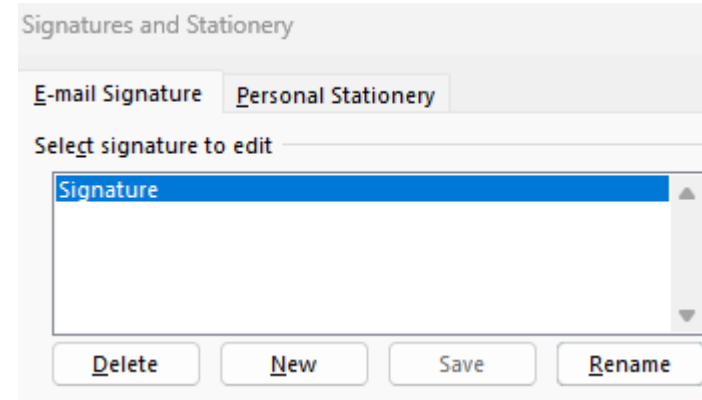
Editing and applying your signature

Select the signature you wish to edit and design it.

To choose when the signature applies, select it within the "New Messages" and "Replies/Forwards" drop down menus.

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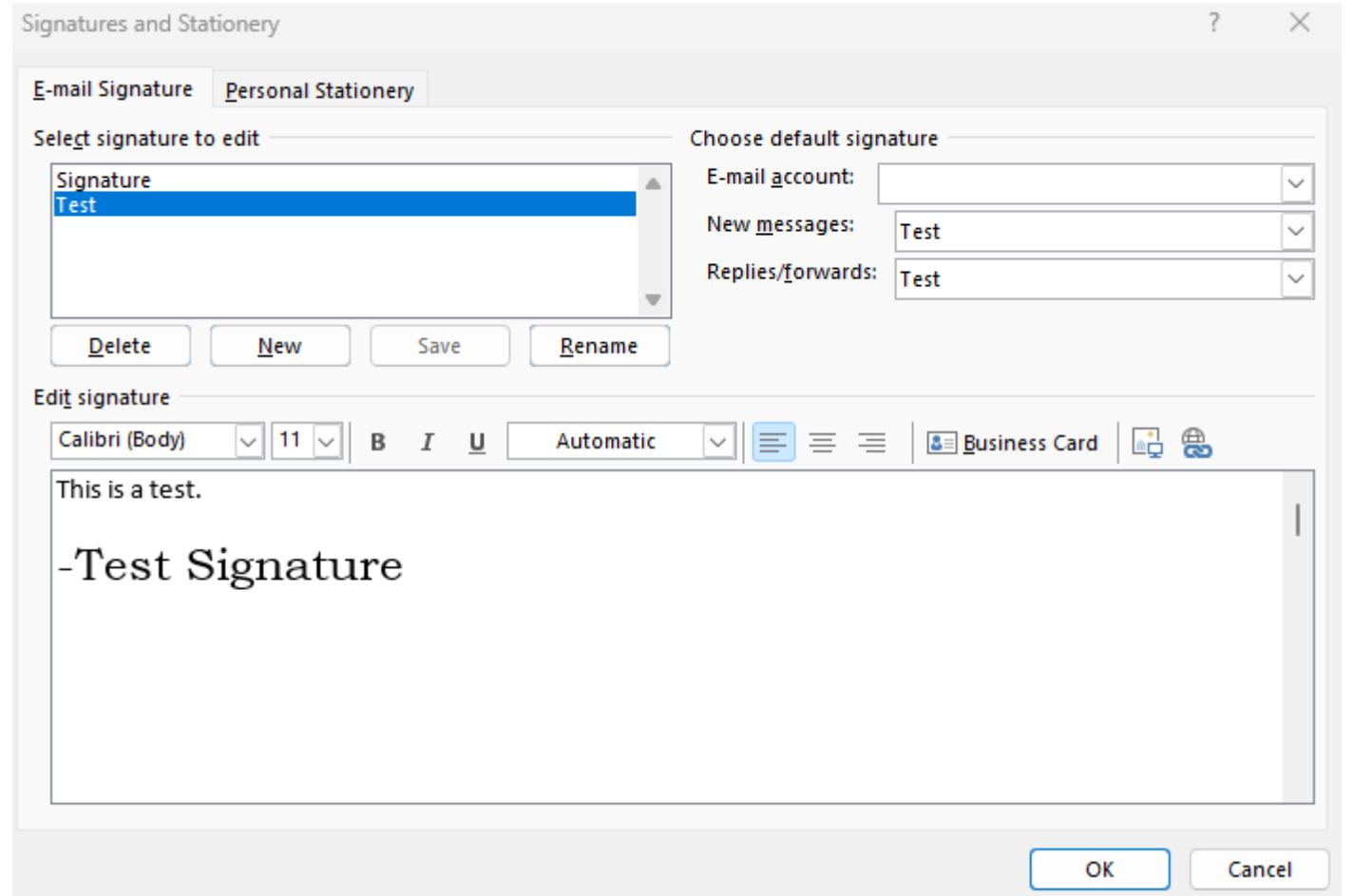
Contact Page

If you would like help with the process, or have any other LBCC Technology questions, feel free to contact the ITS Faculty & Staff Help Desk!

- **Phone:** (562) 938-4357
- **Email:** helpdesk@lbcc.edu