



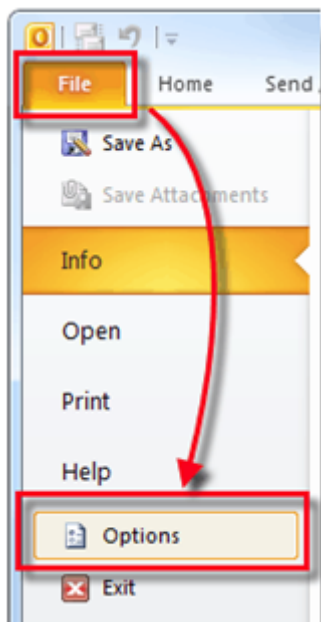
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How do I Create an Email Signature (Outlook Program)?

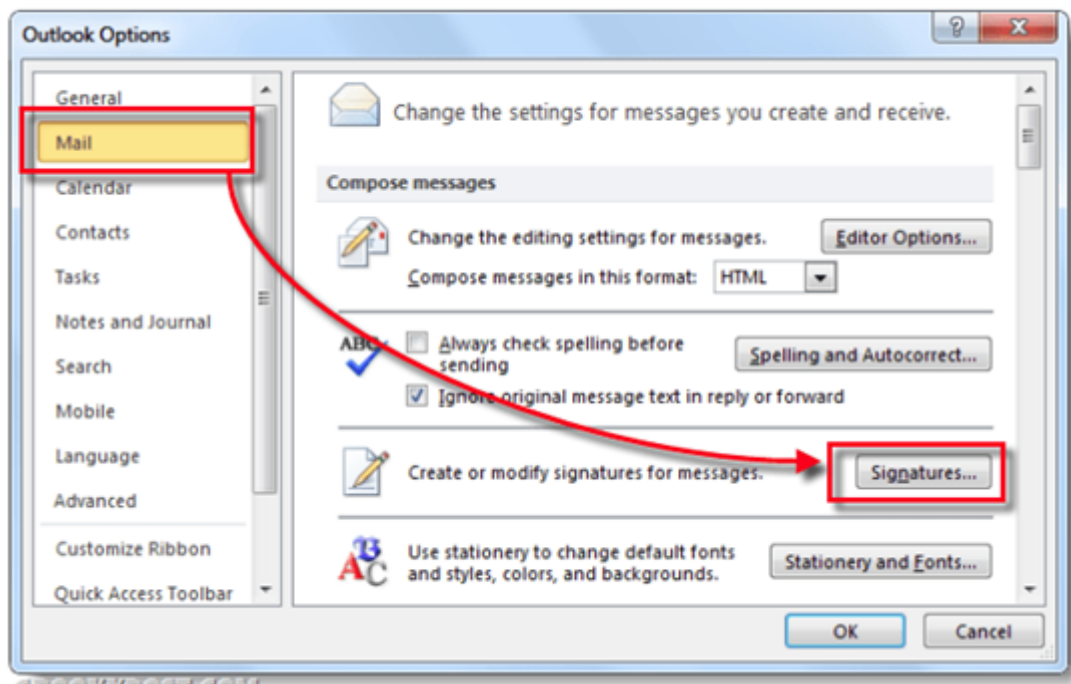
Travis Claypool - 2024-04-25 - [Outlook Email - Desktop, Mobile, Web](#)

Creating an Email Signature (Outlook Program Version)

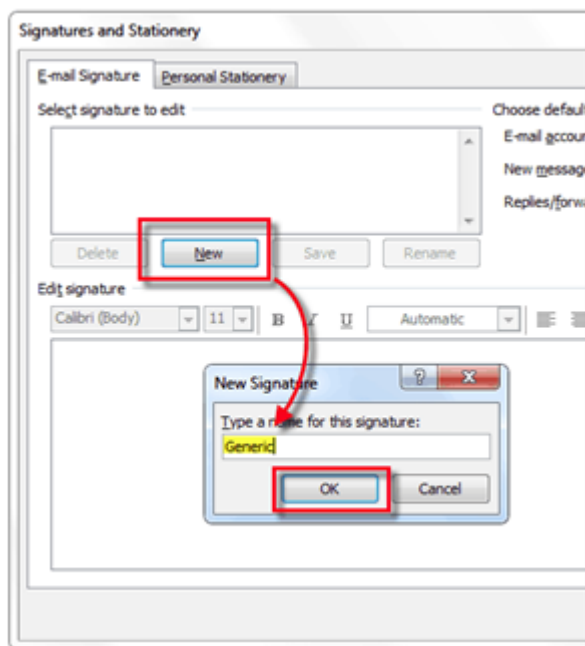
1. In your PC's Outlook program, Click the **File** ribbon and Select **Options**



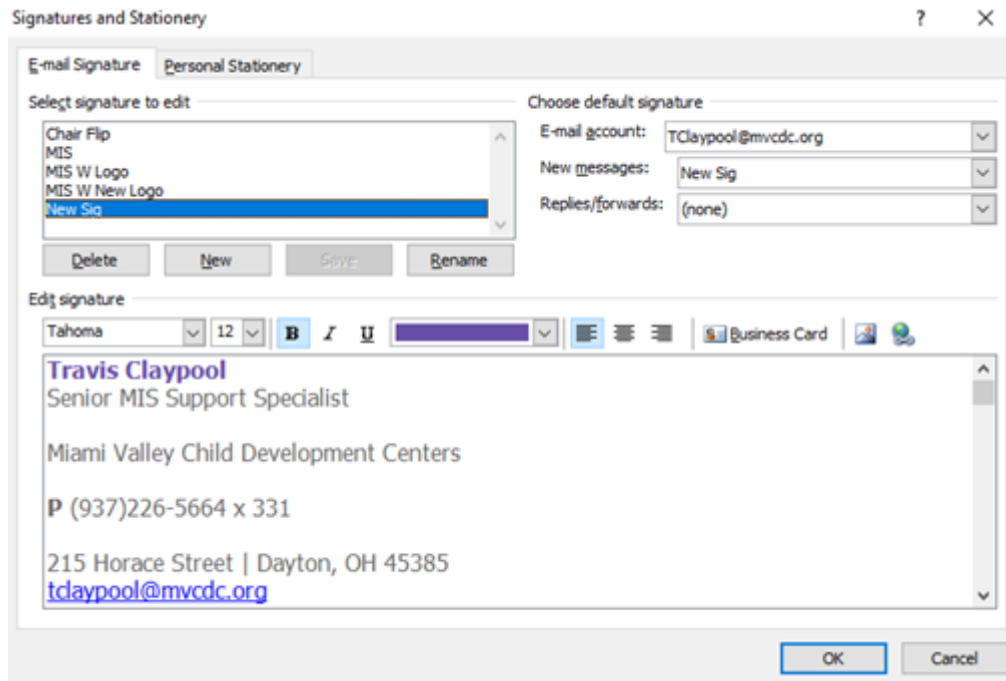
1. Click the **Mail** tab and then Click the **Signatures...** button.



1. The Signatures and Stationery window should appear. If you don't have a signature, click the **New** button. Name the new signature whatever you like and Click **OK**. If you have an existing signature that you want to edit, simply highlight it.



1. Now you'll have access to the body of the signature. Enter your signature message, once finished click the **Save** button.



1. Your MVCDC work email signature should follow the following format:

<First & Last Name>

<Your title>

Miami Valley Child Development Centers

<Your location name>

Ph. 937.226.5664 Ext. xxxx | **F.** 937.226.5646 (your location's phone number and 4-digit extension and fax number, if you receive faxes)

M. 937.xxx.xxxx (if you have a work mobile phone)

215 Horace Street | Dayton, Ohio 45402 (your location's address)

<your email address>@mvcdc.org

1. At the bottom of the Signatures and Stationary screen there are two options to select which signature you want Outlook to automatically add to all new messages and replies/forwards. You can choose the same signature or create unique signatures to use for either occasion.

See attachment for instructions on how to create an email signature in the Outlook email program.

Attachments

- [Creating an Email Signature \(Outlook Program\).docx \(139.17 KB\)](#)