



[Knowledgebase](#) > [Microsoft 365 / Outlook / Word/ Excel/ Authenticator](#) > [Outlook Email - Desktop, Mobile, Web](#) > [How do I Create an Email Signature in Outlook 365/ Outlook.com \(Web Version\)?](#)

How do I Create an Email Signature in Outlook 365/ Outlook.com (Web Version)?

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Creating an Email Signature in Outlook 365/ [Outlook.com](#) (Web Version)

Automatically add a signature to a message

You can create an email signature that you can add automatically to all outgoing messages or add manually to specific ones.

1. Select the **Settings** gear icon



at the top of the page, then

- a. For Outlook.com, select **Mail > Compose and reply**.
- b. For Outlook on the web, select **Email > Compose and reply**.

1. Under **Email signature**, type your signature and use the available formatting options to change its appearance.

1. Select the default signature for new messages and replies.

1. Select **Save** when you're done.

Manually add your signature to a new message

If you've created a signature but didn't choose to automatically add it to all outgoing messages, you can add it later when you write an email message.

1. Go to your mailbox and choose **New email**.

1. Type your message, and then choose **More actions** > **Insert signature** at the bottom of the compose pane.

1. When your email message is ready, choose **Send**.