

Outlook signature setup sheet

Which Outlook you have, where its signature screen is, and the design rules that survive classic Outlook.

1. Which Outlook is this?

You see	You have
A File tab, and File then Options exists	Classic Outlook for Windows
A gear (Settings) at the top right, an app on Windows	New Outlook for Windows
Outlook in a web browser (work account or Outlook.com)	Outlook on the web
Outlook on a Mac	Outlook for Mac (Microsoft has separate steps)

2. The steps

New Outlook and Outlook on the web

- ☐ Settings, then Accounts, then Signatures
- ☐ The right account chosen, if there is more than one
- ☐ Add signature, named, pasted
- ☐ Ticked for new messages, and for replies and forwards
- ☐ Save

Classic Outlook for Windows

- ☐ File, Options, Mail, Signatures
- ☐ New, named, pasted into Edit signature
- ☐ On the right: the account, New messages, Replies/forwards
- ☐ Save, then OK

3. Design check for classic Outlook

- ☐ Layout built with a table, styles written on each element
- ☐ Fonts every computer has (Arial, Verdana, Tahoma, Trebuchet, Georgia)
- ☐ Round photo: accept it showing square, or crop the image file to a circle on white
- ☐ Logo saved as PNG or JPG, not SVG or WebP

☐ Contact details typed as text, not inside the picture

☐ Test email opened in classic Outlook

The full guide: fynl.io/blog/add-email-signature-outlook/

Free email signature generator: fynl.io/email-signature-generator