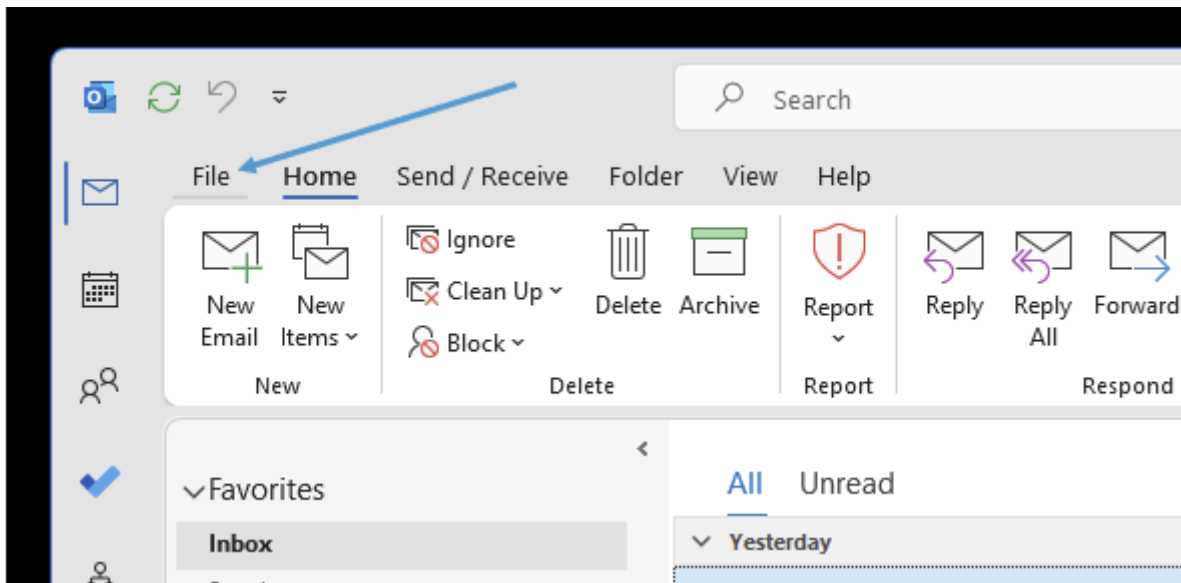


# Adding signature to Outlook Classic

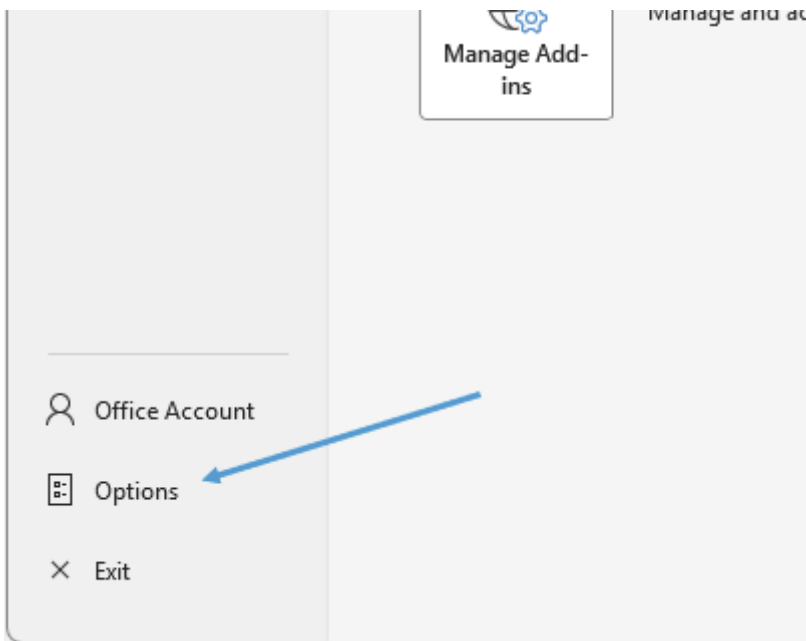
Open Outlook on your desktop



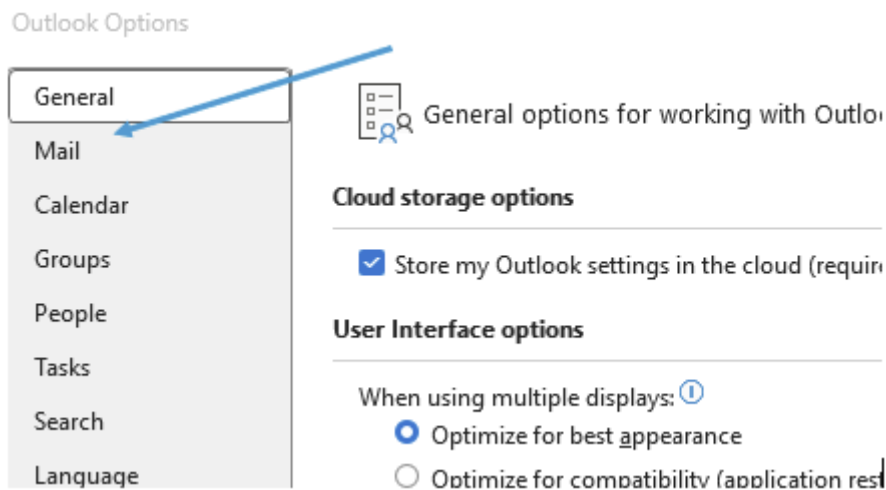
Head to 'File' at the top left



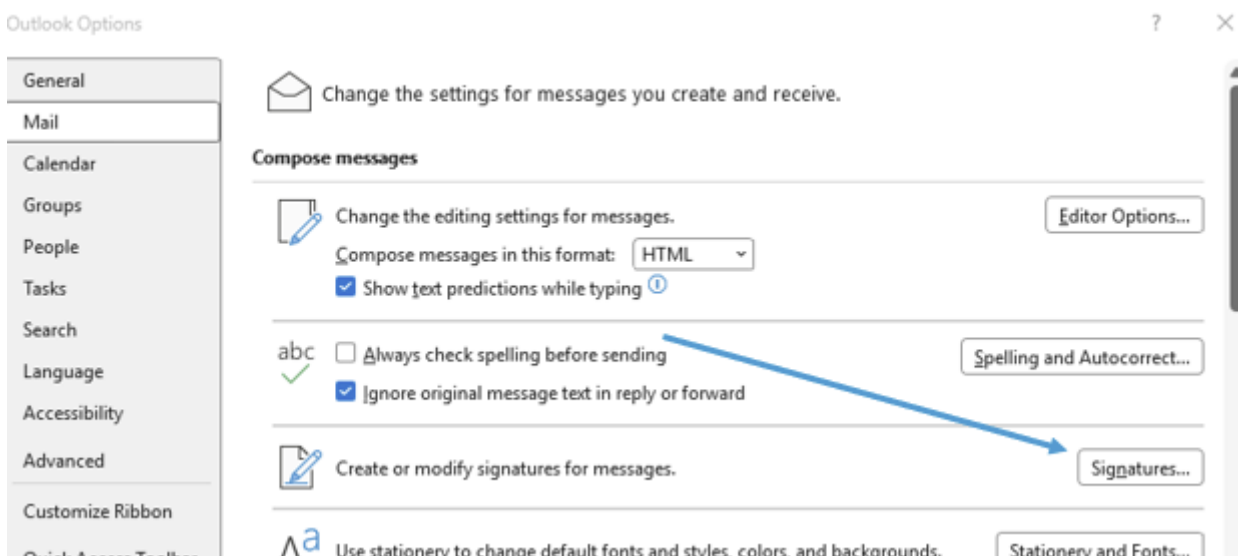
Go to 'Options' at the bottom



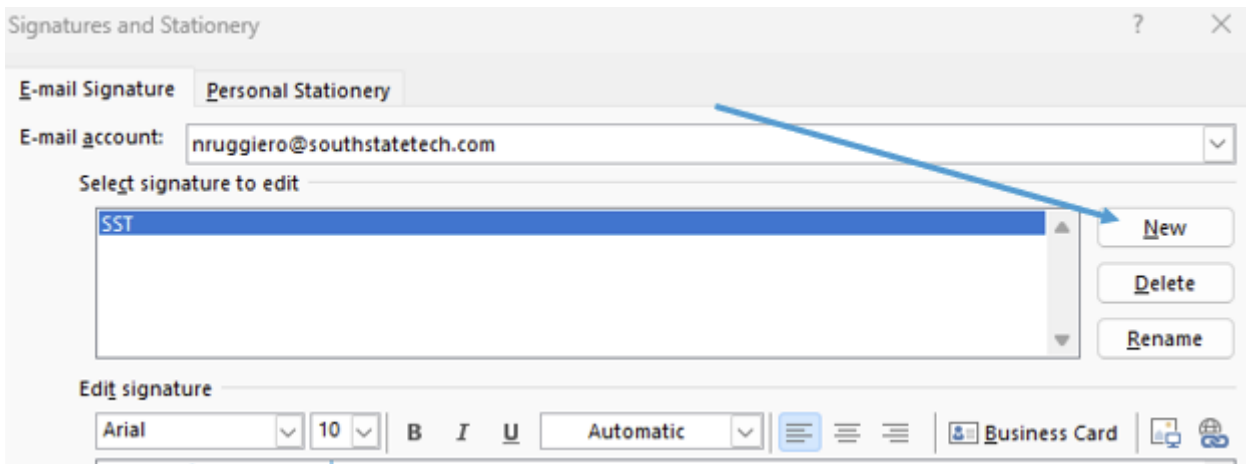
### In the popup head to the 'Mail' section



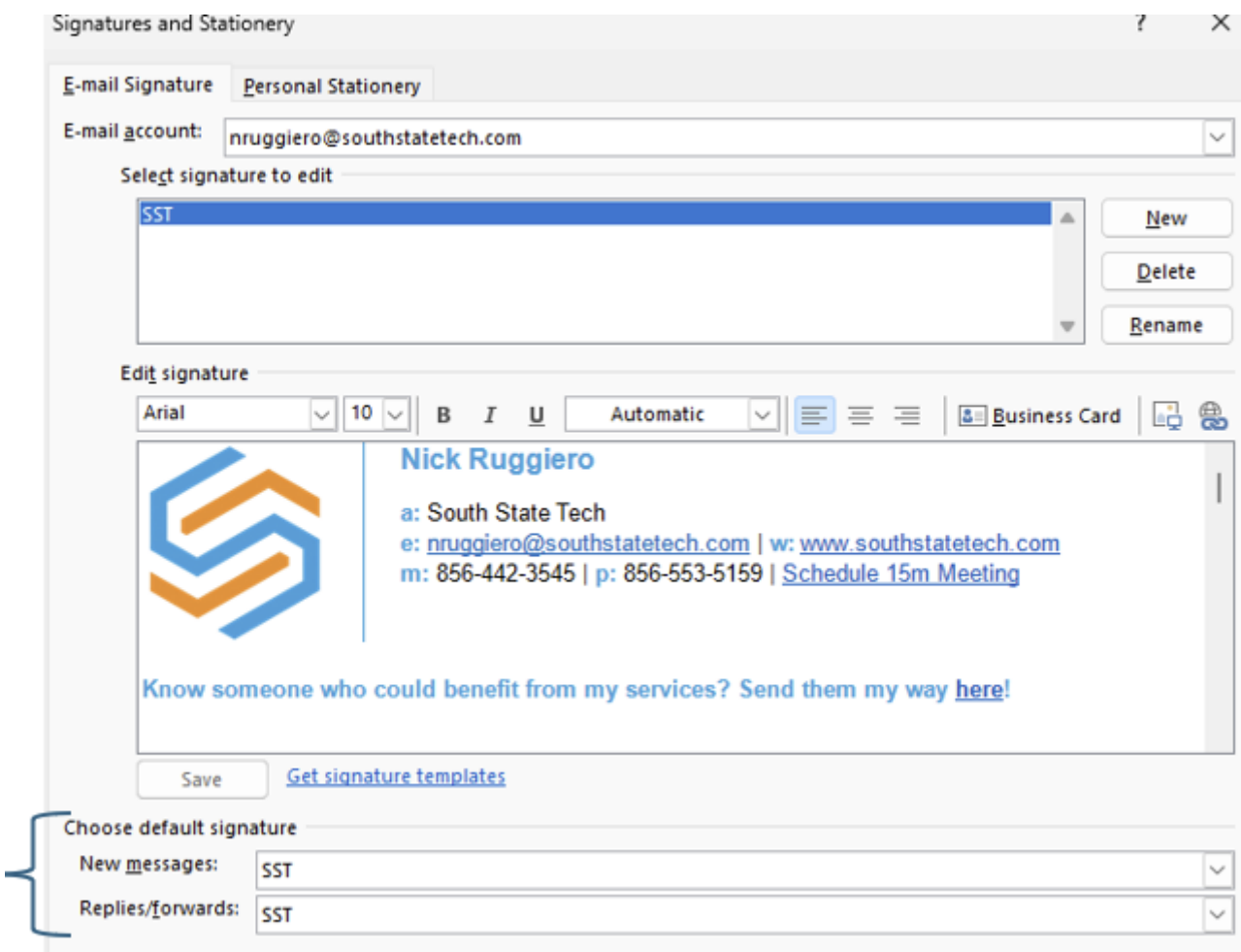
### Then click on 'Signatures'



## Create a new signature



Once created, make it the default signature for new messages and replies- then click OK



Revision #1

Created 18 February 2026 16:41:03 by Admin

Updated 18 February 2026 16:53:06 by Admin