

Email & online accounts | Easy | 2 min read

How to create an email signature

An email signature is the block of text that appears at the bottom of every message. It might include your name, job title, phone number and business name. A tidy signature looks professional and helps people contact you.

Menu wording may differ between versions, so use the closest option.

Decide what to include

Keep it short, ideally four or five lines.

- Your name
- Your role or business
- One phone number
- Website, if you have one

Skip long legal notices, big images and quotes unless you need them. Large pictures can make your email look like spam and can slow things down.

Outlook for Windows

1. Click **File** then **Options** then **Mail**.
2. Click **Signatures**.
3. Click **New**, give the signature a name, and type your details in the box.
4. Choose which signature to use for **New messages** and for **Replies/forwards**.
5. Click **OK**.

Outlook on the web and the new Outlook

Look in **Settings** for **Compose and reply** (or search settings for **Signature**). Type your details, choose when it is used, and click **Save**.

Gmail

1. Click the cog icon and choose **See all settings**.
2. Scroll to **Signature** and click **Create new**.
3. Type your signature and set when to use it.
4. Scroll down and click **Save Changes**.

On a phone

Mail apps usually have a signature option in their settings. Phone signatures are often separate from the one on your computer. The default may say "Sent from my phone", which you can change.

Pictures and links

If you add a logo, keep it small. If you add links, check that they work. Do not put your home address or personal details in a signature you use for work.

When to get more help

Contact us if your business needs matching signatures for several people, if the signature looks different on other people's screens, or if it keeps disappearing.

Still stuck? Email admin@visiontech336.com and tell us what you can see on the screen. Menus and button names can differ slightly between versions and makes. If something does not match, stop and ask rather than guess. Please never send passwords or card details.