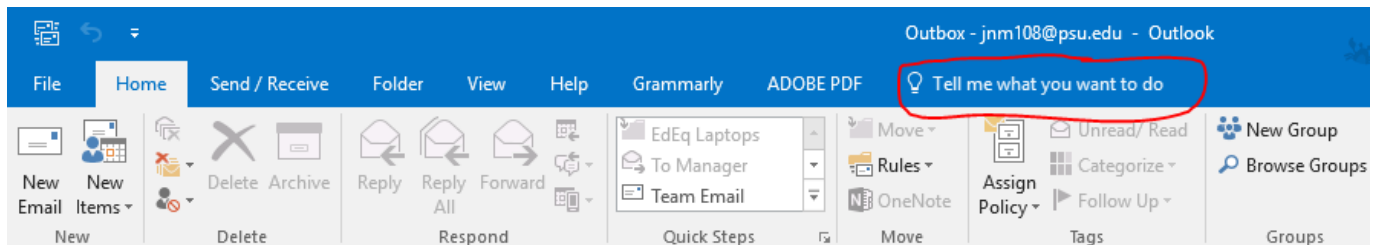


Office365: Create a signature using Outlook 2016 for WindowsKB0011347

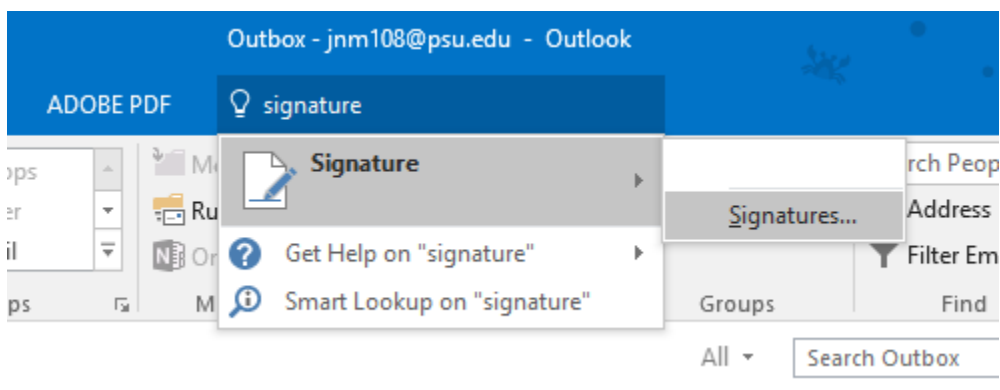
Create a Signature

Step 1: Open Outlook 2016 Desktop Application.

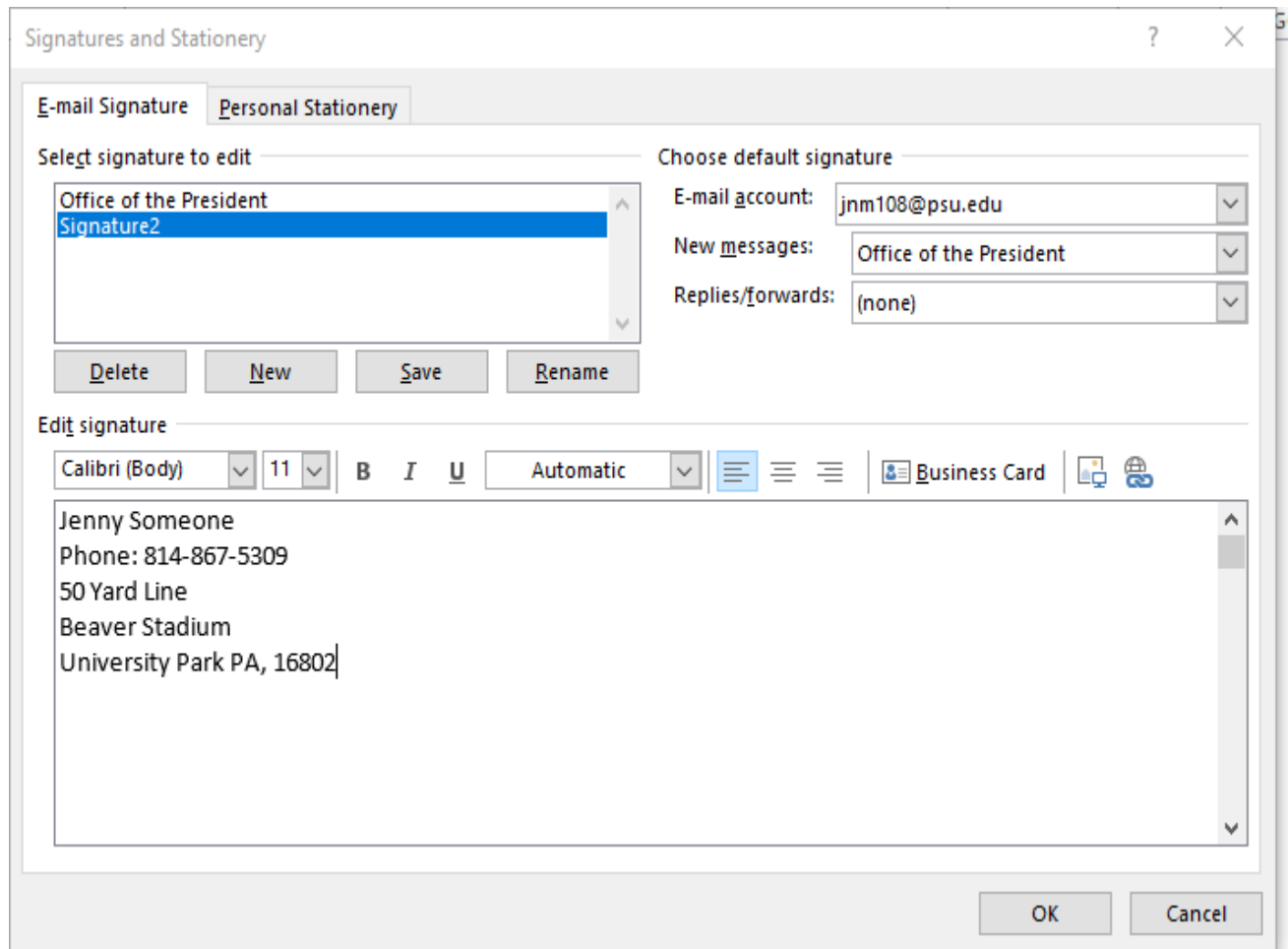
Step 2: Find the **Tell me what you want to do** area in the ribbon.



Step 3: Click on the **Tell me what you want to do** area and type *signature*. Click the arrow to the right of the word **Signature**, then click on **Signatures...** to open the signature panel.



Step 4: Create a new signature by selecting **New** and editing in the **Edit signature** box. You can also choose some options when to use it in the **Replies/forwards:** box.



Step 5: Click **OK** and you've now created a signature.