

## Microsoft Outlook – Creating a Signature and Copying to a New Device

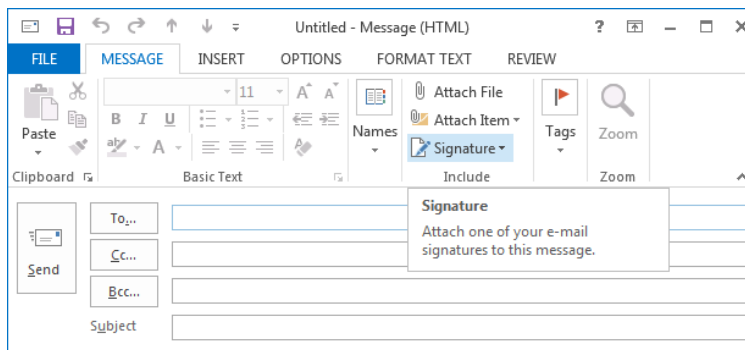
### [Outlook Creating a New Signature](#)

### [Office 365 Outlook Creating a New Signature](#)

### Copying a Signature in Outlook After Reimaged or For New Computer

You will need to copy and paste your old signature back into Outlook:

1. Open **Sent Messages**, copy your signature (right click on signature and click copy)
2. Create a new Email
3. Click **Signature, Signatures**



4. Click **“New”** to create a new signature –type in your name
5. Right click in the box at bottom and choose paste
6. Then you need to indicate if you want the signature to go out on new messages and replies/forwards: click on the down arrow in these fields and choose the name you gave to your signature.
7. Click **OK**

