Create Outlook Signature- COM Standard

Jeff Clark - 2026-07-01 - Email and Collaboration

How to Create a Signature in Outlook

Generate your Email Signature with the link below

https://www.fau.edu/oit/email-signature-generator/

Try it!

Create custom signatures that can be automatically added to your email messages. Email signatures can include text, images, your electronic business card, and a logo.

Create an email signature

Select New Email.

Select Signature > Signatures.

Select New, type a name for the signature, and select OK.

Under Edit signature, paste your signature from the email generator.

Select OK and close the email.

Select New Email to see the signature you created.

https://support.office.com/en-us/article/video-add-signatures-to-emails-31fb24f9-e698-4789-b92a-f0e777f774ca

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