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# Use Outlook signatures to save time [1]

May 28, 2024 by ES and UIS Communications [2]

Email signatures are a great way to quickly add your contact information and other important details to an Outlook message. Signatures can also be used to respond to common requests by setting up a predefined response.

### Creating or editing an email signature

1. In Outlook, select New email from the Home tab.

File	Home	Send
New Email	New Items ¥	∞ ~ ≫ ~
N		

2. Under the **Message** tab, select the **Signature** option. Select **Signatures** from the dropdown menu.



3. Select New and name your signature.

Signatures and Si		?	×	
E-mail Signature	Personal Stationery			
E-mail account:	Cooper.Baldwin@cu.edu			~
Sele <u>c</u> t signal	_			
General	· · · · · · · · · · · · · · · · · · ·	10	New	
			<u>D</u> elete	
	~		<u>R</u> ename	

**4.** Type in your signature. Use the drop-down menu to choose a default signature for new messages and for replies/forwards. Remember to follow the University of Colorado's branding guidelines and requirements for employee email signatures [3].

Signatures and S	Stationery	?	×
E-mail Signature	Personal Stationery		
E-mail <u>a</u> ccount:	Cooper.Baldwin@cu.edu		~
Sele <u>c</u> t signa	ature to edit		
CU System	em Administration	New	
General		Delete	
		Delete	
	•	<u>R</u> ename	2
Edi <u>t</u> signatu	Ire		
Arial	$\checkmark$ 10 $\checkmark$ B I U Automatic $\checkmark$ $\equiv$ $\equiv$ $\equiv$ $\equiv$ Business Ca	ard 📑	e,
Name Title, D Univers 1800 G Denver t 303 80 c 303 5 f 303 80 www.cu	Department sity of Colorado Grant Street, Suite 000 r, CO 80203 260 0000 555 0000 060 0000 u.edu		1
<u>av</u>			
Choose default si	signature		
New <u>m</u> essages	S: General		~
Replies/forward	rds: General		~
	ок	Canc	el

5. Select OK to save.

Signatures and Stat	tionery	?	×
E-mail Signature	Personal Stationery		
E-mail <u>a</u> ccount: C	ooper.Baldwin@cu.edu		$\sim$
Sele <u>c</u> t signatur	re to edit		
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Title, Dep University 1800 Gra Denver, C t 303 860 c 303 555 f 303 860 www.cu.e	partment y of Colorado nt Street, Suite 000 CO 80203 0000 5 0000 0000 2000		I
<u>S</u> ave	Get signature templates		
Choose default sign	ature		
New <u>m</u> essages:	General		$\sim$
Replies/forwards:	General		$\sim$
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## Use a customized email signature to quickly respond to common requests

If you often send identical email replies to the same questions, you can create additional email signatures as a shortcut to pasting your standard answer into the email.

- **1.** Navigate to the signatures panel, as described in steps 1 and 2 above.
- 2. Select New and name this signature so it clearly identifies the topic.

New Signature	?	×					
Type a name for this signature:							
Tech Tips Example							
ОК	Car	ncel					

**3.** Draft a response to a common question. Be sure to name the signature in relation to the question it addresses. The example below is in response to users asking how to

### clear their cache.

Signatures and Station	nery	?	×
E-mail Signature	ersonal Stationery		
E-mail <u>a</u> ccount:	Decu.edu		$\sim$
Sele <u>c</u> t signatur	e to edit		_
Clear Cache		New	
My CU Cona	ct Info	Delet	•
	Ψ [	<u>R</u> enam	e
Edi <u>t</u> signature			
Arial	✓ 10 ✓ B I U Automatic ✓ = = = Business Card	d 🛛 📑	₽.
The browse history — o to your bro regularly.	Ctrl+Shift+Delete (or in MacOS Command+Shift+Delete). er's data window will open. There, you can choose to clear data from your browsic cached images and files, and cookies. Cookies are small data files that websites owser, often containing sensitive data like your login information, and should be or the sure to close/quit the browser and restart it after clearing the cache are supervised.	ng send leared	
Save	Get signature templates		
Choose default signa	sture		
New <u>m</u> essages:	My CU Conact Info		$\sim$
Replies/forwards:	(none)		$\sim$
	ОК	Can	cel

**4.** Confirm that this response signature is **NOT** selected for either default signature, and select **OK** to save.

hoose default signa	iture
New <u>m</u> essages:	CU System Administration
Replies/ <u>f</u> orwards:	CU System Administration
	OK Cancel

**5.** The next time you receive the common request, your customized signature will be ready in the drop-down list of available signatures. You can select that email signature from the Signature drop-down menu to quickly reply.

Untitled		Message (	HTML)				
otions F	-01	mat Text	Review	ŀ	lelp	Acro	obat
Calendar	Sic	jnature v	D Loop Components	~	Ţ	able	Reus File
	Clear Ca DOK		Cache		Ta	ables	Reuse I
		My Cl	U Conact Info				
	_	<u>S</u> igna	tures				

Outlook email [4], new employees [5]

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Send email when Published:

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