Edit Signature

- 1. Open Outlook
- 2. Goto File > Options
- 3. On the left side, click on "Mail"
- 4. On the right side, click on "Signatures" button
- 5. From there, Select and Edit the signature
- 6. Click "OK"

General	Change the settings for messages you create and receive.	
Mail		
Calendar	Compose messages	
Groups	Change the editing settings for messages.	Editor Options
People	<u>C</u> ompose messages in this format: HTML ▼	
Tasks		
Search	abc Always check spelling before sending	Spelling and Autocorrect
Language	Ignore original message text in reply or forward	
Accessibility	Create or modify signatures for messages.	Signatures
Advanced		
Customize Ribbon	${\sf A}^{\sf a}$. Use stationery to change default fonts and styles, colors, and backgrounds.	Stationery and <u>F</u> onts