

## Creating an Email Signature

### How to lay out your work signature

Your work signature should be laid out as such: Name, Role, Company, and Contact Details. **You should never include your personal details**, such as your own mobile number or home address, in your work signature.

For example:

David Smith  
Vocal Tutor  
ArtForms  
Pudsey Civic Hall, Dawson's Corner, Leeds, LS28 5TA  
Tel: 0113 37 82850

There are also some things that you can include optionally in your signature if you feel comfortable doing so.

- If you want to include pronouns, these come after your name, but before your role.
- You can tell people about your working days or hours if you want people to be aware that you don't check emails on certain days. This goes after the company, but before your contact details.
- If you want to include any logos, these go at the very bottom.

For example:

Helen Jones  
[Pronouns:](#) she/her  
Brass Tutor  
ArtForms

Please note I do not work on Mondays.

Pudsey Civic Hall, Dawson's Corner, Leeds, LS28 5TA  
Tel: 0113 37 82850

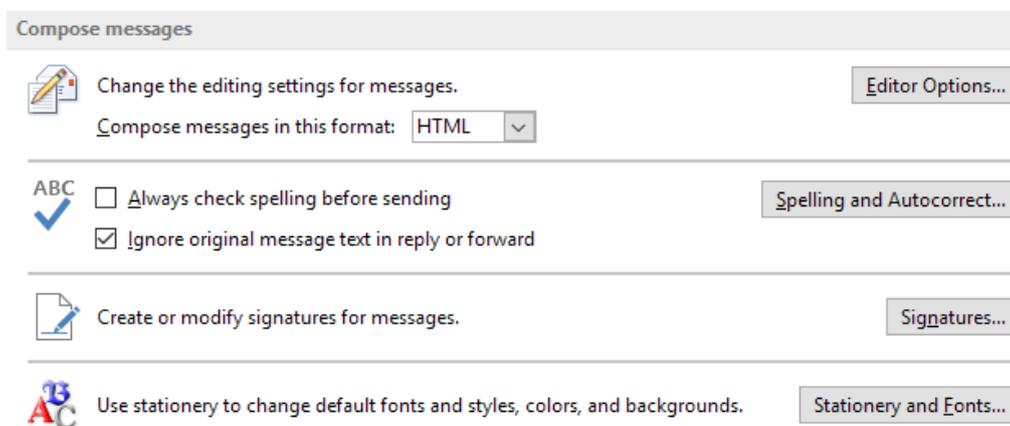


**To learn how to create a new signature in Outlook, please see the next page.**

## Creating a work signature in Outlook

1. Open Outlook 
2. Go to “File” in the top right hand corner.
3. Go to “Options” in the left hand column
4. Go to “Mail” in the left hand column of the pop-up
5. Under the first section called “Compose Messages” click on the “Signatures” box to create or change your signature.

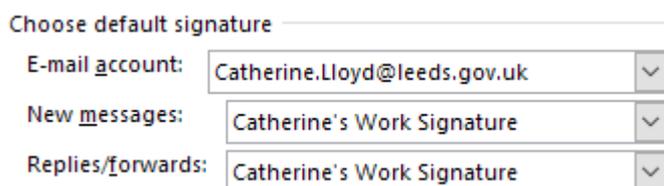
 Change the settings for messages you create and receive.



The screenshot shows the 'Compose messages' settings pane in Outlook. It is divided into four sections, each with a horizontal line separator and a button on the right:

- Section 1:** 'Change the editing settings for messages.' with a pencil icon. A dropdown menu shows 'Compose messages in this format: HTML'. Button: 'Editor Options...'
- Section 2:** 'Spelling and Autocorrect' with an 'ABC' icon. It contains two checkboxes: 'Always check spelling before sending' (unchecked) and 'Ignore original message text in reply or forward' (checked). Button: 'Spelling and Autocorrect...'
- Section 3:** 'Create or modify signatures for messages.' with a document icon. Button: 'Signatures...'
- Section 4:** 'Use stationery to change default fonts and styles, colors, and backgrounds.' with a 'B' and 'A' icon. Button: 'Stationery and Fonts...'

6. Click on “New” just below the first white box. You will be asked to create a name for the signature; you can call this whatever you like.
7. You can now type or paste your desired work signature into the second, larger white box.
8. Once you have finished your signature, you can set it to appear automatically on all of your emails in the drop-down menu on the right hand side.



The screenshot shows the 'Choose default signature' section of the Outlook settings. It contains three rows, each with a label and a dropdown menu:

- E-mail account:** Catherine.Lloyd@leeds.gov.uk
- New messages:** Catherine's Work Signature
- Replies/forwards:** Catherine's Work Signature

9. Click “OK” to save your new signature. It will now appear at the bottom of all of your emails.