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Your e-mail signature in the new Outlook: creating it and choosing when it appears

E-mail

CODE

RLX-MZ-KB-2040

VERSION

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COUNTRY · LANGUAGE

Mozambique · English

Interweb Mozambique

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<https://www.meu.interweb.co.mz/knowledgebase/2040>



The short answer: in the new Outlook the signature is created under **Settings > Accounts > Signatures**. You can have several, choose which goes on **new messages** and which on **replies and forwards**, and each account has its own. The classic Outlook signature does not carry over to the new one by itself.

What you can set

Option	What it is for
Several signatures	A full one for new messages and a short one for replies, for example.
Per-account choice	If you have more than one account, each uses its own signature.
Images and links	The editor accepts an image (the logo) and links. A very large image makes every e-mail heavy.
Insert by hand	In the message window you can pick another signature for that e-mail.

Creating the signature

1

Open Settings (gear icon) > **Accounts > Signatures**.

2

Create a new one, name it and type the text: name, role, phone, website. Add a small logo if you like.

3

Choose the defaults: which goes on new messages and which on replies and forwards, for the right account.

4

Save and write yourself a test message to see how it arrives.

5

On the phone and in webmail the signature is set up separately:
signature in webmail, computer and phone.

Do not make the whole signature a single image. Many programs hide images by default and the recipient is left without your contact details. Type the text and use the image only for the logo.

Coming from classic? Open the old signature in a sent e-mail, copy the text and paste it into the new editor. Other things that do not carry over by themselves are in **what comes with you and what does not.**

Signature not showing or badly formatted? Send us a screenshot of what you see.

[Open a support ticket](#)

SEE ALSO

[Adding a signature to your e-mails: webmail, computer and phone](#)

[Where things are in the new Outlook: accounts, settings, rules and offline](#)

[Moving from the classic Outlook to the new one: what comes with you and what does not](#)

[Classic Outlook or the new Outlook: what changes, and which one to use](#)

[How to set up your e-mail in the new Outlook for Windows](#)

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