

- 1.) Go to the gear at the top, left-hand corner. Select **Options**.
- 2.) Go to **Mail** → **Layout** → **Email signature**



← Options


- Shortcuts
- ▶ General
- ▶ Mail
 - ▶ Automatic processing
 - ▶ Accounts
 - ▶ Attachment options
 - ▶ Layout
 - Conversations
 - Email signature**
 - Message format
 - Message list
 - Reading pane
 - Link preview
 - S/MIME
- ▶ Calendar
- ▶ People
- Other

Save Discard

Email signature

Automatically include my signature on new messages I compose

Automatically include my signature on messages I forward or reply to



Change signature here