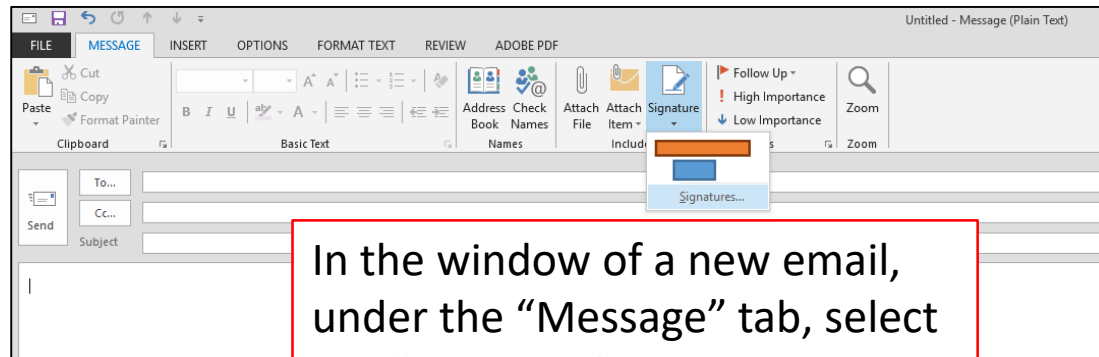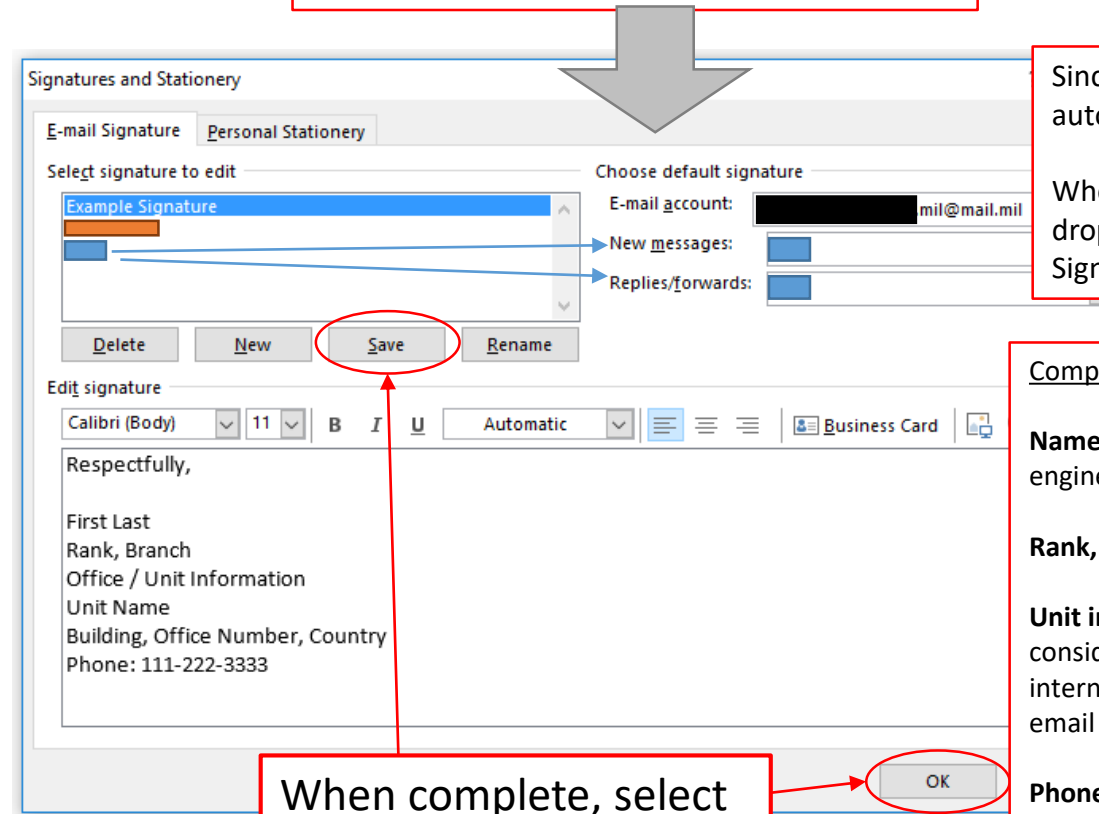# How to create and edit Signatures for emails in MS Outlook

In the window of a new email, under the "Message" tab, select the "Signature" menu as shown.

Overall steps:
1. Enter the Signature menu
2. Select a signature to edit, or create a New one. Make adjustments in bottom screen.
3. Click "Save" once complete. Repeat steps for multiple signatures, as needed.
4. To exit menu, click "Ok"

Since I routinely use the Blue Signature that I've preformatted, I've selected that one to automatically be entered into all New Messages, and all messages that I Reply to or Forward.

When writing an email where I want to use the Orange Signature, I simply go into the Signature drop-down menu (shown above), and select the Orange Signature. It automatically changes the Signature for only that email.

When complete, select "Save," then "OK"

Components of a professional and helpful Signature Block:

Name: Either your legal name that corresponds to your email (this makes it easy for someone to reverse-engineer your email), or the name you prefer to go by (a nickname, like Sam instead of Samuel or Samantha).

Rank, Branch: e.g. 2LT, IN or CPT, AG

Unit information: Usually Company, BN, and building/room number will be sufficient. Staff or CC might want to consider a format of "Position // BN, BDE // Ft. Post, State," especially if they coordinate with off-post or international agencies. Including the state or country of your residence also helps inform the recipient of your email of your time zone, and therefore when is an appropriate time to call.

Phone: Many positions warrant professional dialogue of communication, therefore a phone number is a must. If it is actually a deterrent to mission accomplishment to include a phone number, ensure it is listed in your GAL.