

Outlook Email Signature – Setup Guide

January 2026



Step 1 – Open the Signature File

➤ Click the signature link provided below:

👉 [Access Signature Template](#)

➤ Wait until the signature loads completely before proceeding

➤ Once the signature is fully loaded:

- Press **CTRL + A** to select the entire signature
- Press **CTRL + C** to copy it

➤ ⚠ Ensure the full signature is selected before copying

Step 2 – Open Signature Settings in Outlook

- Open **Outlook**
- Click on **File**
- Go to **Settings**
- Search for **Email Signature**
- Open the **Signatures** option

Step 3 – Create a New Signature

- Click on **New Signature**
- Provide a **proper name** for the signature
(*Example: Company_Official_Signature*)
- Paste the copied signature into the editor box (**CTRL + V**)

Step 4 – Update Your Details

➤ **Update the required fields:**

- Name
- Designation
- Phone number
- Email

➤ **Ensure formatting remains unchanged**

- Verify that all **hyperlinks are intact and clickable**
- Do not modify **logos, colors, font styles, or spacing**

Step 5 – Set as Default & Save

- Select the newly created signature as:
 - Default for **New Emails**
 - Default for **Replies/Forwards**
- Click **Save**
- Close the settings window

You're All Set!

- Your updated **email signature is now active** and will appear automatically in your emails.
- For any **issues or support**, please contact the **Marketing** team.

Thank You

