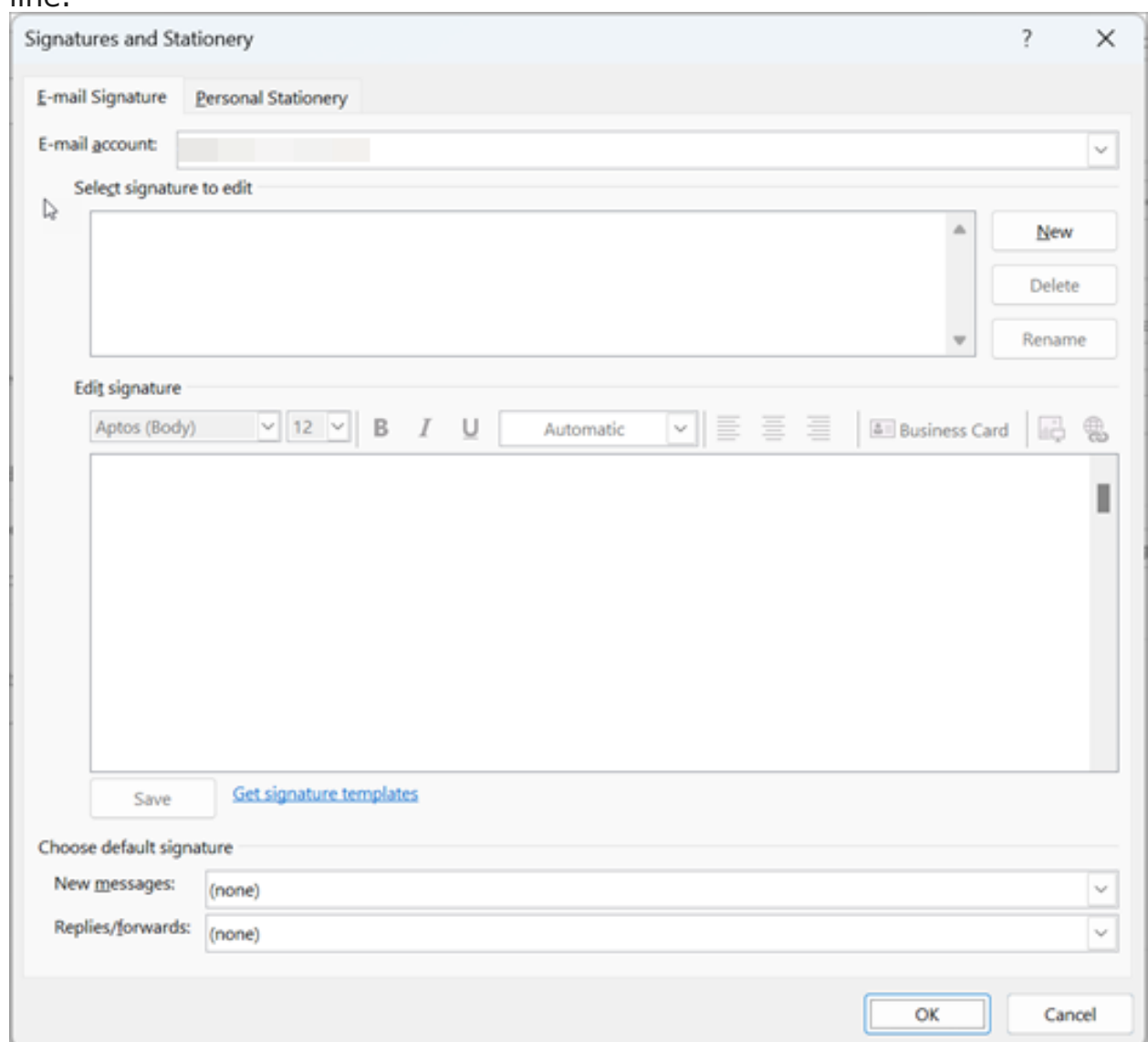


How to Update Your Signature

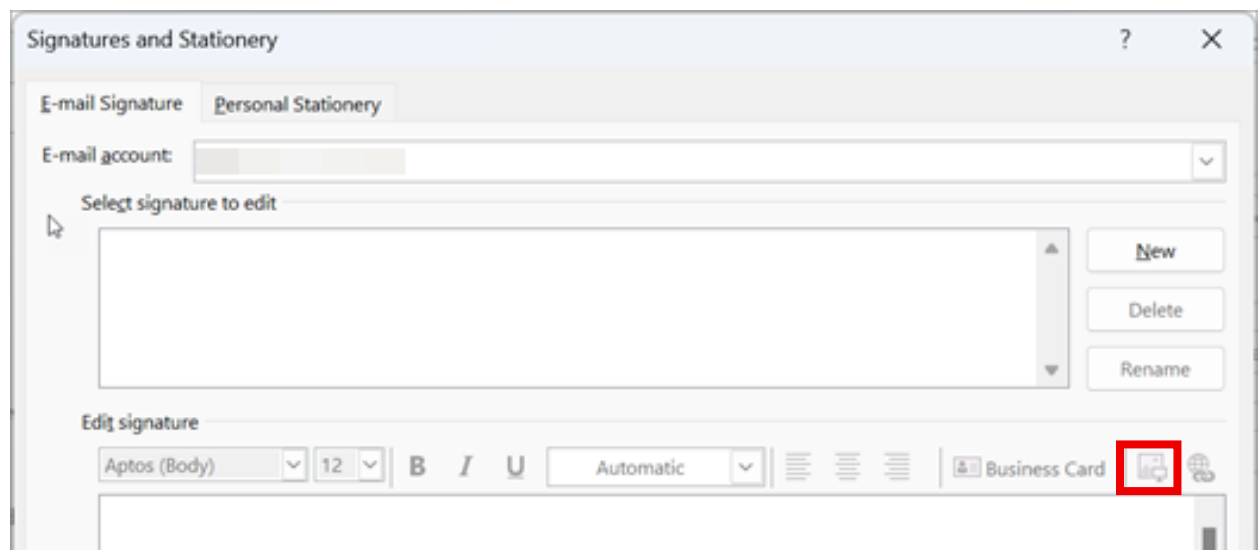
1. Microsoft Outlook on a PC

If you're using new Outlook, for more information about email signatures, or if you haven't created one yet, see [Add a signature to messages](#).

1. Select **File > Options > Mail > Signatures**.
2. Select the signature you want to edit, and then make your changes in the **Edit signature** box. **Copy & paste** your signature text into the box. Go to the end of the last text and space down one line.



3. Click the **Image** icon (see red box). Locate the **logo image file** in your files. Click **Insert**.



4. When you're done, select **Save > OK**.

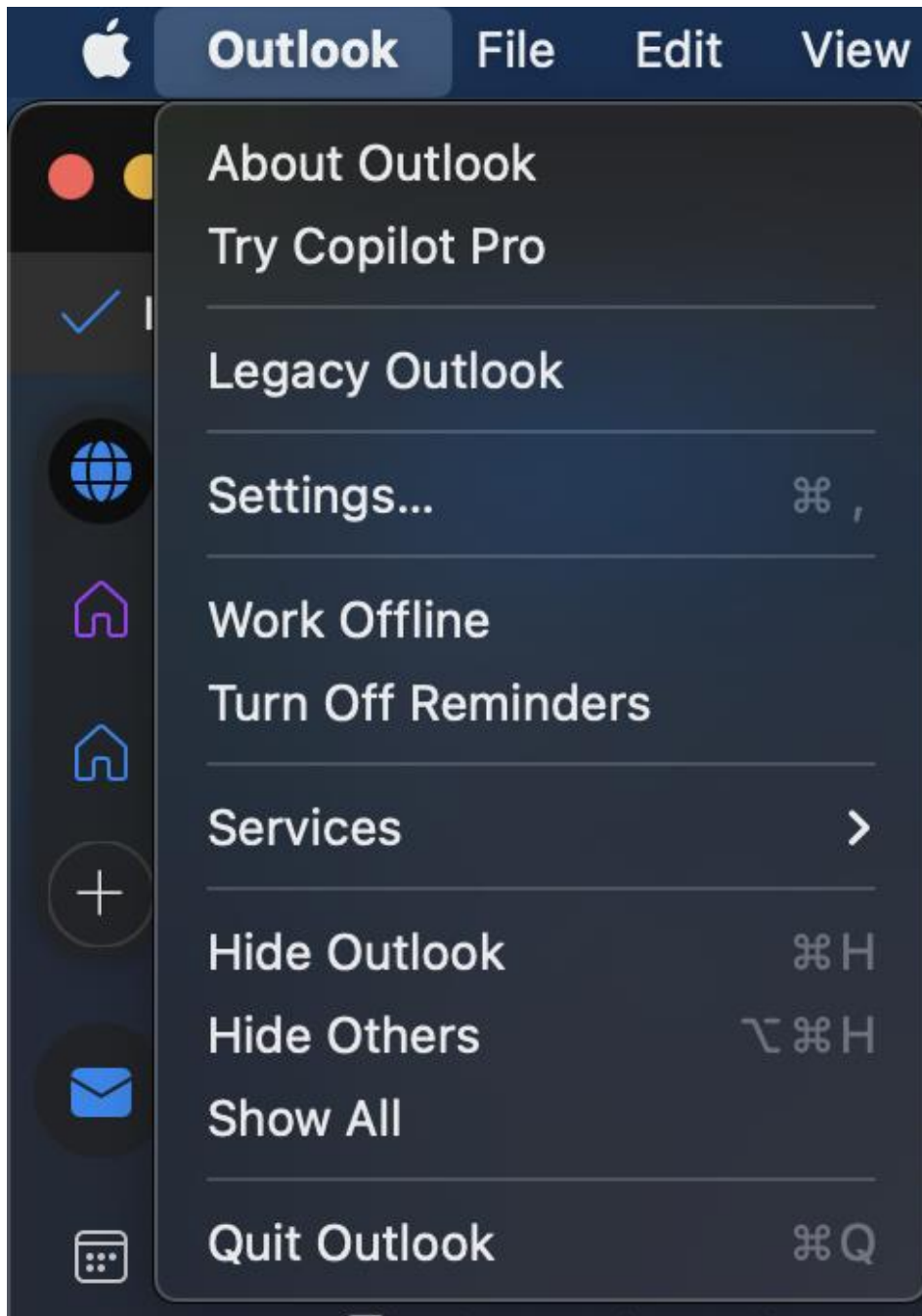
2. Microsoft Outlook on a Mac

Change or update an email signature in Outlook for Mac

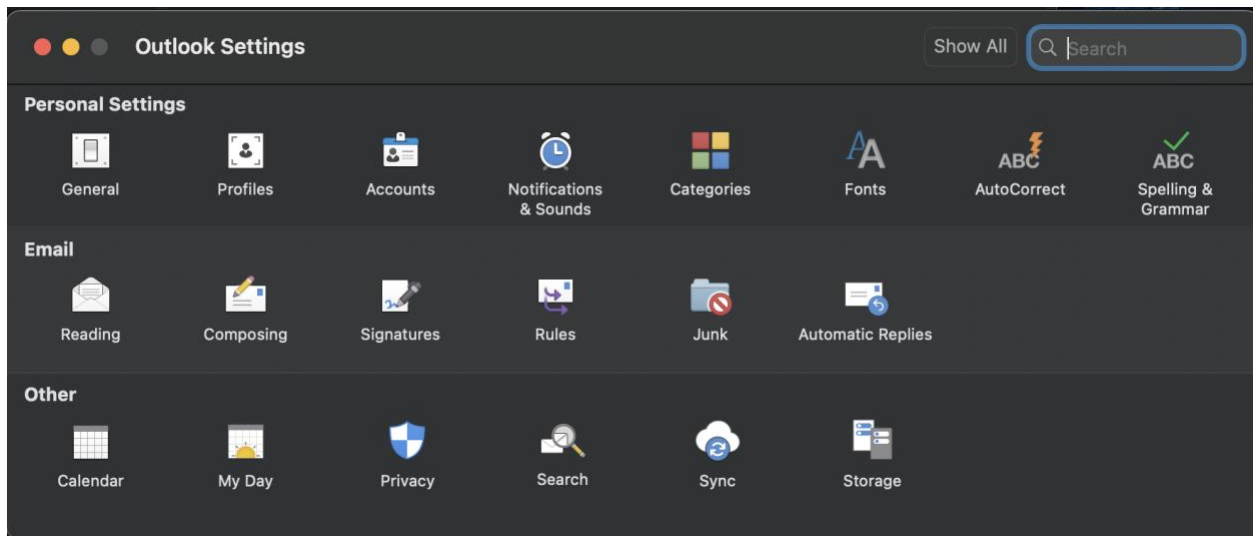
You can change the default signature that automatically appends to every email you send. You can also update an existing email signature. Here's how:

Change the default signature for all outgoing messages

1. On the **Outlook** menu, click **Settings**.



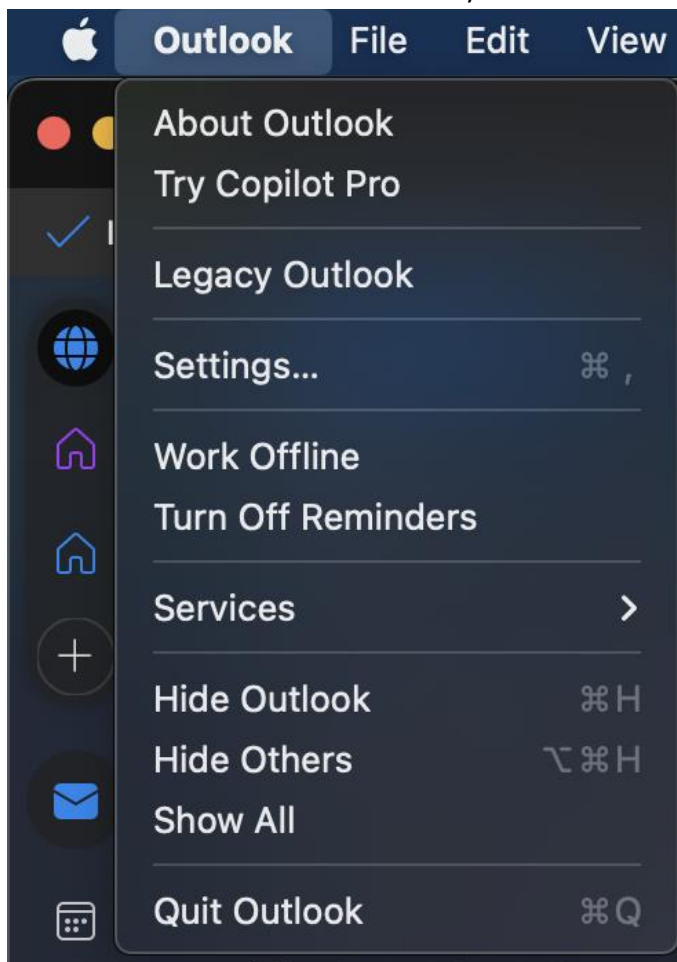
2. Under **Email**, click **Signatures**.



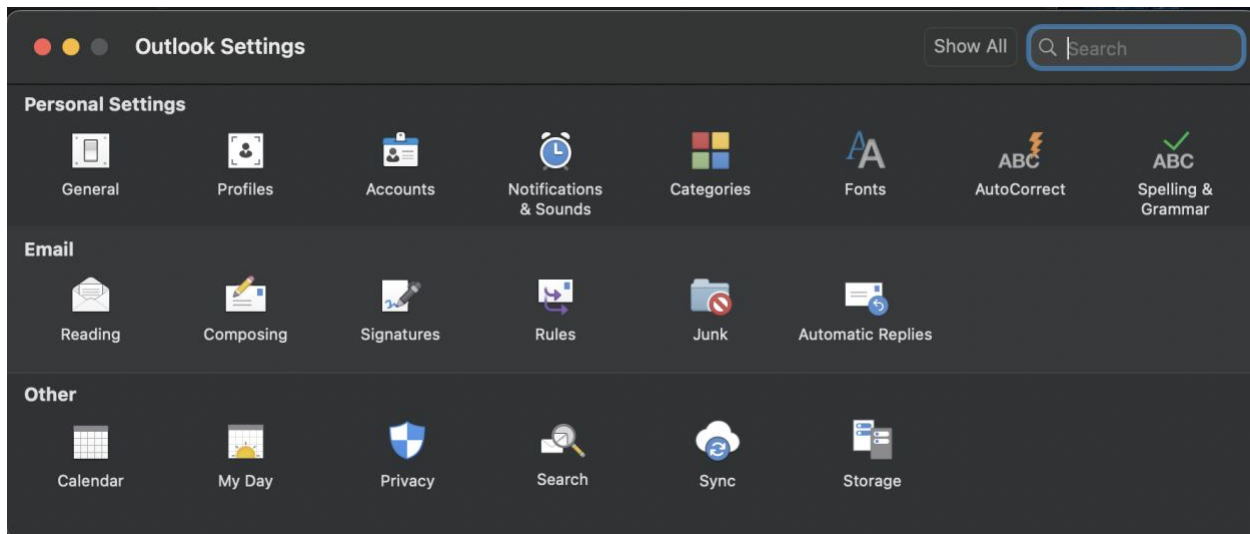
3. Under **Choose default signature**, select the account you want to use as your default signature for new messages and replies and forwards.

Update an existing email signature

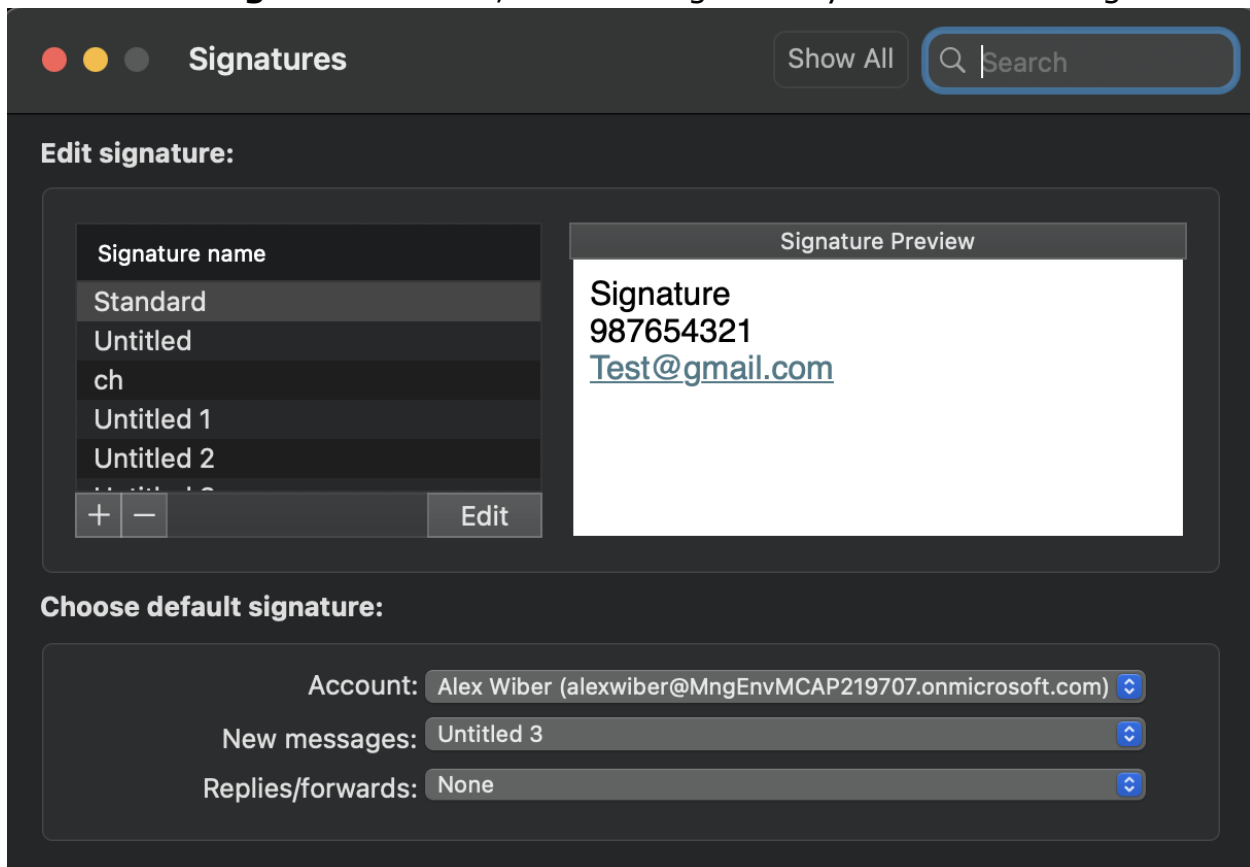
1. On the **Outlook** menu, click **Settings**.



2. Under **Email**, click **Signatures**.



3. Under **Signature name**, click the signature you want to change.



4. Click **Edit**. Copy & Paste your signature into the window.
5. Locate the **logo image file** in your files. Copy the logo and paste it below your signature text.
6. Click **Save**. **Exit** out of the next window.