Create Email Signature for Outlook 2010 (Windows)

1. Launch Outlook 2010
2. Click on File
3. Click on Options
4. On the left tab click on Mail
5. In the middle of the screen you will see button called Signatures. Please click on this button.
6. Click on New and assign this signature a name.
7. On the bottom box please enter your desired signature.

Example:

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John Doe
Viterbi IT Trainer
Viterbi Business Affairs – Information Technology
Viterbi School of Engineering
University of Southern California
3650 McClintock Avenue - OHE330
Los Angeles, CA 90089-1454
Business: 123-456-7890
Fax: 123-456-7890
http://viterbi.usc.edu/vit

8. In the top right corner of the signature box you will see an option for Choose default signature in the New Message field please select your newly created signature.

9. When you are done please click ok.
Create Email Signature for Outlook 2007
(Windows)

1. Click on Tools in the top bar.
2. Click on Options
3. Click on Mail Format
4. In the middle of the screen you will see button called Signatures. Please click on this button.
5. Click on New and assign this signature a name.
6. On the bottom box please enter your desired signature.

Example:
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John Doe
Viterbi IT Trainer
Viterbi Business Affairs – Information Technology
Viterbi School of Engineering
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3650 McClintock Avenue - OHE330
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7. In the top right corner of the signature box you will see an option for Choose default signature in the New message field please select your newly created signature.
8. When you are done please click ok.
Create Email Signature for Outlook 2011 (Mac)

1. Launch Outlook 2011
2. Click on Outlook on the top menu bar and select Preferences>Signature
3. To add a signature, select the plus sign (+) on the bottom left hand corner.
4. Double-click Untitled to rename and identify the signature.
5. Type your signature in the Signature pane. All formatting to the signature will need to be done via the Format menu. Here you can adjust the font size, color and alignment. You can also copy formatted text from another application such as Word into this Signature pane.
6. To include a masked hyperlink, select the URL or text and click on Format>Hyperlink from the top menu bar (or Ctrl+Cmd+k). Enter the URL and the selected text will turn into an active hyperlink.

Inserting an Image in Signature

7. To include a picture or logo to your signature, drag the picture to the Signature pane from a Finder window. This method has its disadvantages however. This method will not allow you to add multiple lines of text next to the picture, nor will it allow you to add a hyperlink to the picture.
8. Another option is to create your signature in Word 2011 within a table. This will allow you to include a picture with text and a hyperlink. The steps below outline how to create a signature with a picture beside lines of text.

- Launch Word 2011
- Click on the Tables tab and select New.
- Create a table with one row and two columns.
- When the table is created, place your cursor in the left column. To insert a picture in this column, place your cursor in the column and select Insert>Photo>Picture from File.
- Once the picture is inserted, resize the column to fit the picture.
- If you wish to have the picture clickable as a hyperlink, right click on the picture and select Hyperlink.
- Now place your cursor in the right column. Here you can enter your signature and format the text.
- After entering your signature, resize the borders of the table to hug the text.
- Once you have completed your signature, select the entire table and select Format>Border and Shading. Select None to eliminate the table’s borders.
- Now select the entire table again, copy, and paste it into the Signature pane in Outlook 2011.
Create Email Signature for Thunderbird (Windows)

The following step by step instruction is suitable for Mozilla Thunderbird version 2.0 and higher.

1. Launch Mozilla Thunderbird
2. Click on Tools on the top menu bar and select Account Settings.
3. Add your signature under Signature text:
4. If you are familiar with HTML tags, (e.g., <b>bold</b>) check Use HTML to format your signature. Below are some basic HTML editor tags that can be used to format your signature.

   - To bold text - <b>bold</b>
   - Line break - <br>
   - Website Hyperlink - <a href='http://www.website.com'>Your Website</a>
   - Email link - <a href='mailto:youremail@vsoe.usc.edu'>username@vsoe.usc.edu</a>
   - Inserting picture – <img moz-do-not-send="false" src=file:///C:/image.jpg alt="logo">
     (If using a local image stored on your computer or a local image located online, you need to include the full image link/path in the src)

5. If you are not familiar with HTML tags, you can leave Use HTML unchecked to enter your signature in Plain Text. Plain Text cannot be formatted and cannot include an image.

6. Another option is to attach a Signature File to your email account. The signature file can be created using WordPad or Microsoft Word and saved as Plain Text (.txt) or HTML (.html) files. To attach the Signature File, click on Tools on the top menu bar and select Account Settings. Check Attach the signature from a file instead (text, HTML, or image): and select Choose. Locate the file to be attached.
Create Email Signature for Gmail

The following step by step instructions is suitable for Gmail

1. Click the gear icon  
   and select Settings.
2. Enter your new signature text in the box at the bottom of the page next to the Signature option.
3. Click Save Changes.

Signatures are separated from the rest of your message by two dashes. To see a signature in Gmail, click the Show trimmed content button  at the bottom of the message.

Please note:

- If you notice extra characters (such as * or >) being added to your signature after you send mail, it's because some versions of Gmail don't support rich text and we've converted some of your formatting. For example, when you send from Gmail using Safari on iPhone, any text you bolded in your signature will be marked with asterisks (i.e., example will show as *example*).
- For rich text signatures, the maximum amount of characters you can use is 10,000 (including HTML markup).
- If you send mail "from" multiple addresses in Gmail, you can set a different signature for each address in the General tab of your settings. Choose the second radio button in the Signature: section, use the drop-down menu to choose the appropriate address and set the signature you want.
- If you're editing your signature and only have an option to create a plain text signature, this is due to your current compose message settings. Click Compose to create a new message, then click the Rich formatting option in the message. Once this change is made, you'll be able to create a rich text signature.
Create Email Signature for Hotmail

1. Select Tools>Options from the menu in Outlook.
2. Go to the Mail Format tab.
3. Click Signatures under the Signatures tab.
4. Go to the E-mail Signature tab.
5. Select New.
6. Type the new signature's desired name. If you have more than one signature for different purposes, name them accordingly.
7. Click OK.
8. Type the desired text of your signature under Edit signature.
   - It is best to keep your signature to no more than 5 or 6 lines of text.
   - Include the standard signature delimiter.
   - You can use the formatting toolbar to format your text, or insert an image in your signature.
   - To add your business card as a vCard file (with which recipients can import or update your contact details):
     - Move the cursor where your business card should appear in the signature.
     - Click Business Card in the formatting toolbar.
     - Locate and highlight yourself.
     - Click OK.
9. Click OK.
10. Click OK again.
Create Email Signature for Mail App (Mac)

1. Click on Mail
2. Go to Preferences
3. Select Signatures
4. Select your email and then press the “+” key to create a new signature
5. In the right box please enter your desired signature

Example:
--
John Doe
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3650 McClintock Avenue - OHE330
Los Angeles, CA 90089-1454
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6. When finished please close the signatures window.