SETTING UP SIGNATURE BLOCKS IN OUTLOOK

Lawyers can create custom blocks of text to appear at the bottom of their email messages and serve as an automatic signature. This "signature block" can include information like your name, firm name or company, and phone number. The signature block can also include additional professional branding, like website or other social media links. These instructions are for desktop and web-based versions of Microsoft Outlook for Microsoft 365, but the steps described may be helpful in creating client folders in other email programs.

Create a Custom Signature Block

Desktop-based Outlook:

1. With Microsoft Outlook open, click the **Home** tab.
2. Click **New Email**.
3. Click the **Insert** tab.
4. In the Include group, click **Signature**. A dialog box will appear.
5. Select **Signatures…**. The Signatures and Stationary dialog box will appear.
6. On the E-mail Signature tab, in the "Select signature to edit" section, click **New**. The New Signature dialog box will appear.
7. Type an appropriate name for your signature (i.e., Confidentiality Signature).
8. Click **OK**.
9. Before typing the body of your new signature, be sure the correct signature is selected in the "Select signature to edit" section. To create the text of your new signature, click inside the "Edit signature" section.
10. Type the text and information you want included in your new signature block (i.e., full name, address, phone number, confidentiality statement, etc.). You can adjust the typeface, font, and even insert a hyperlink in your signature block.
11. Next, look for the "Choose default signature" section of the E-mail Signature tab. In the "E-mail account:" box, select the email address to associate with the new signature.
12. Next, decide how to apply your new signature block to email messages.
    a. If you want to apply the signature to all new messages you draft, select the signature name in the "New messages:" box.
    b. If you want to apply the signature when you reply to or forward messages, select the signature name in the "Replies/forwards:" box.
13. Click **OK**.

Web-based Outlook:

1. With Microsoft Outlook open, click on the **Settings** icon, which looks like a sprocket and is located at the top-right.
2. Click **View all Outlook settings**. Be sure that **Mail** is selected from the left-hand menu.
3. Click **Compose and reply.**
4. Under **Email Signature**, select **+New Signature**.
5. Enter an appropriate name for your signature.
6. Next, type the text and information you want included in your new signature block (i.e., full name, address, phone number, confidentiality statement, etc.).
7. Then decide how to apply your new signature block to email messages.
    a. If you want to apply the signature to all new messages you draft, select **New for** in the **For New Messages** box.
    b. If you want to apply the signature when you reply to or forward messages, select **Reply** in the **For Replies/Forwards** box.

8. Click **Save.**

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