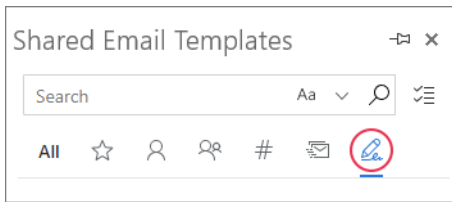


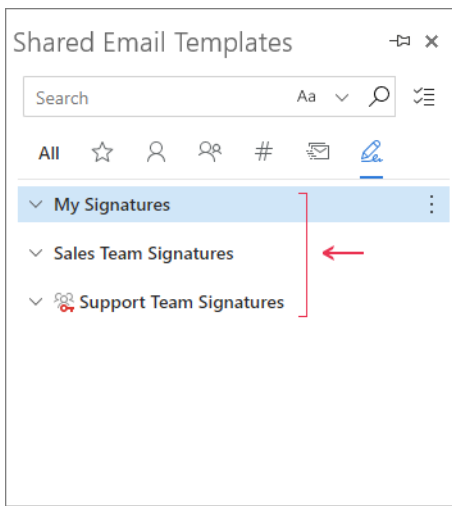
# Signatures

With the **Signatures** feature available in Shared Email Templates, you can easily create professionally styled signatures both for yourself and for the teams you're part of. And it won't take long ;)

Let's start exploring the functionality by going to the **Signatures** tab on the Shared Email Templates pane in your Outlook:



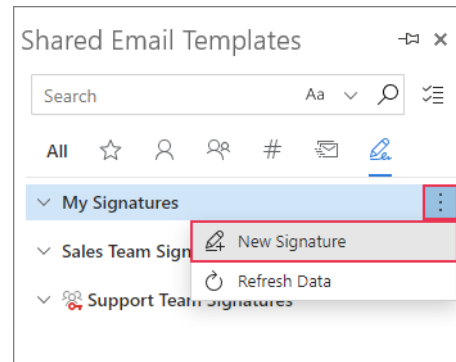
Signatures folders are all here and ready to use. Each team has its own folder.



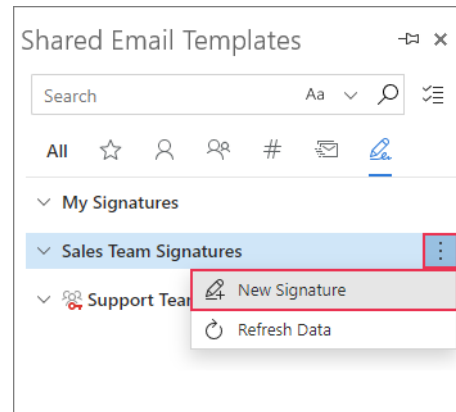
## Set up a signature

### Step 1

For a personal signature, select **My Signatures** → click the **More** menu → opt for **New Signature**:



For a team signature (editor or admin rights are needed), select a team signatures folder → click the **More** menu → opt for **New Signature**:



Alternatively, select a signatures folder you want to add a signature to → click the **New Signature** button:



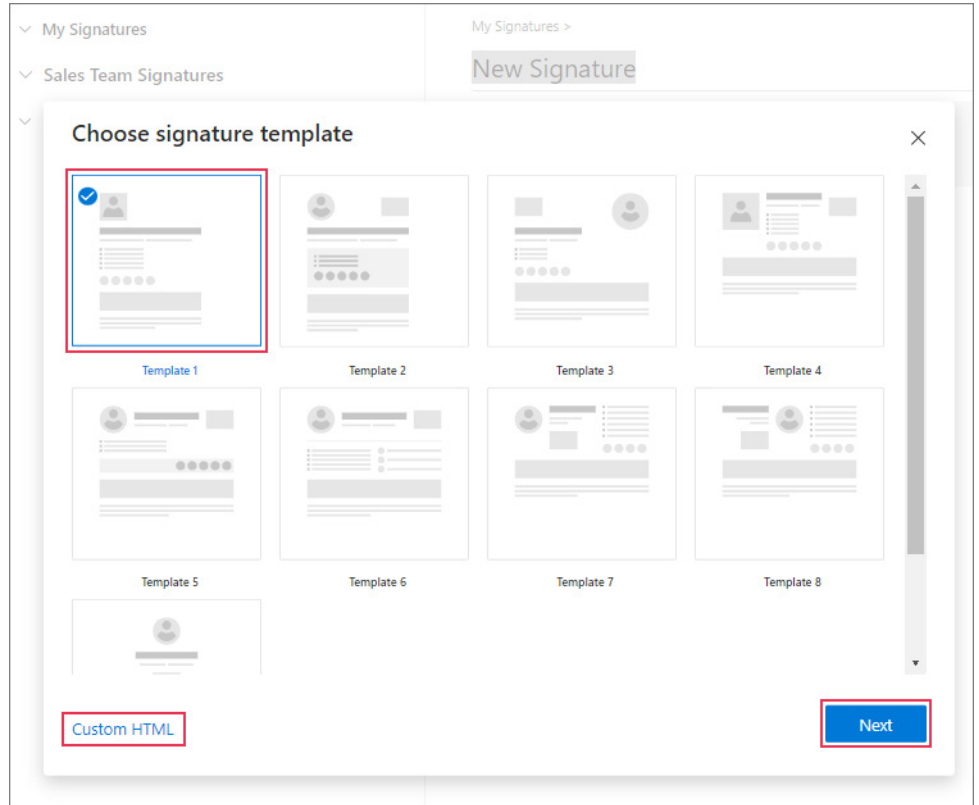


**Step 2**

In the Shared Email Templates web app, pick the signature template you like best → click **Next**:



**Tip.** You can use your own HTML code when creating a signature.



**Step 3**

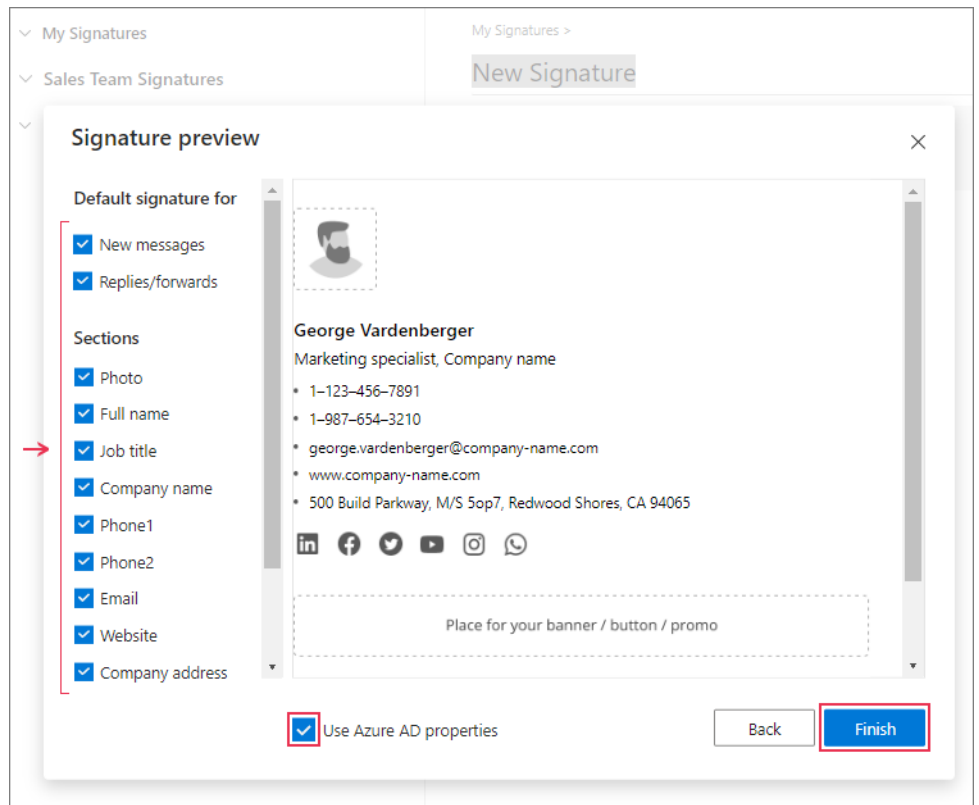
It's time to answer two questions:

- Will it be a default signature?
- What sections are needed?

On making your mind up, keep the necessary checkboxes selected → click **Finish**:



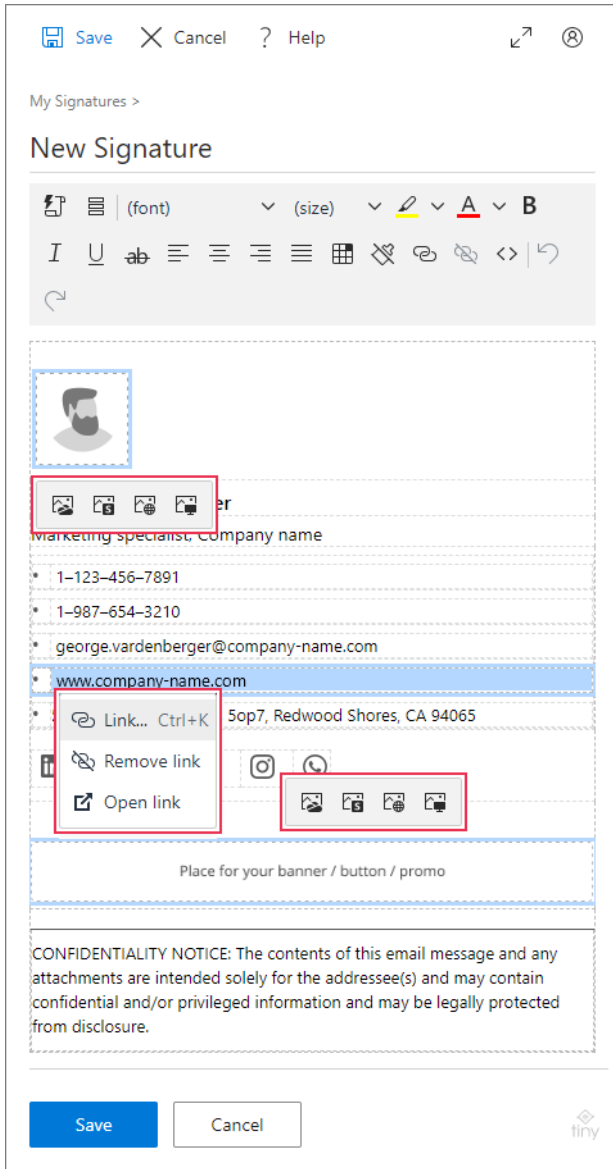
**Tip.** You can retrieve Azure AD properties from your Microsoft account.





**Step 4**

Tailor the signature template to suit your own or your team's needs:

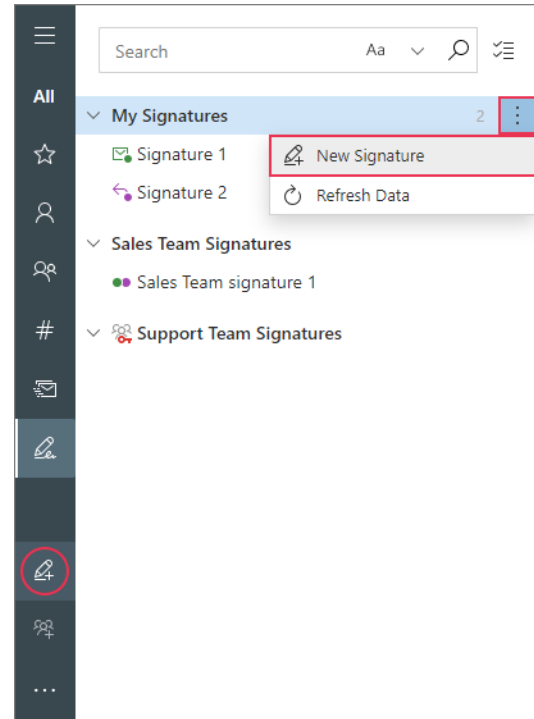


**Step 5**

Name and save your signature.



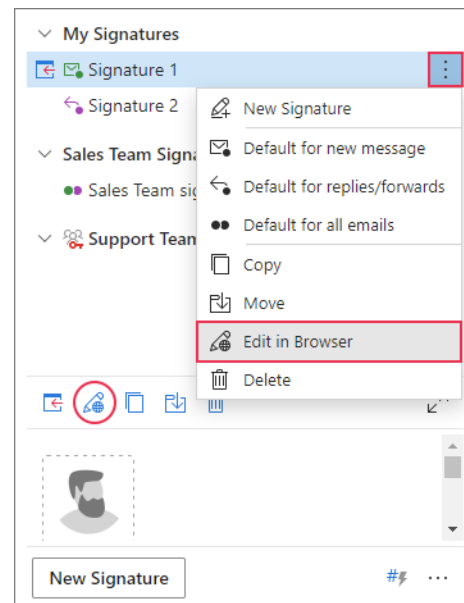
**Note.** When in the Shared Email Templates web app, use the **New Signature** option or the **New Signature** icon to arrange a signature:



## Edit a signature

**Step 1**

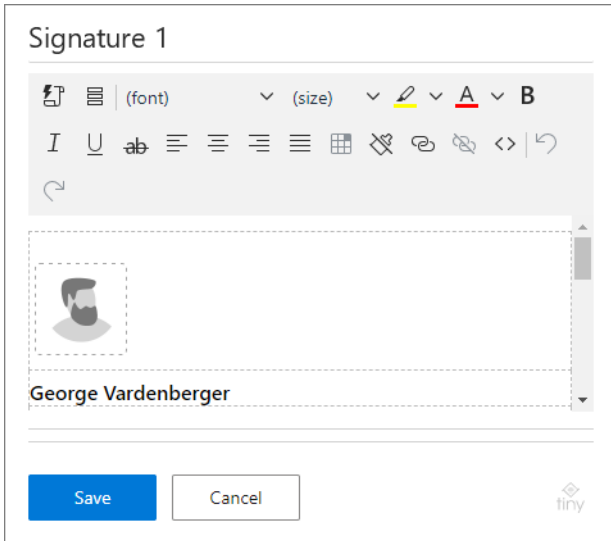
To modify any of your signatures, select it in the list on the **Signatures** tab on the Shared Email Templates pane in your Outlook and either use the **Edit in Browser** option or click the action button of the same name:



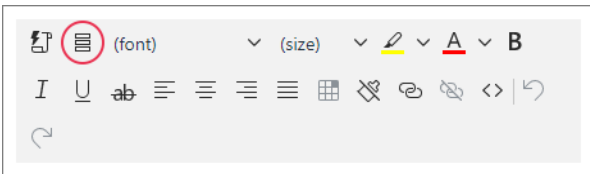


**Step 2**

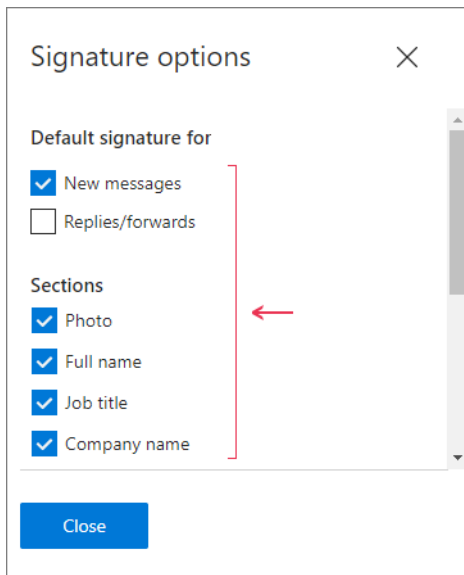
Change your signature the way you need in your default browser:



**Tip.** The Signature options icon is always here to facilitate ...



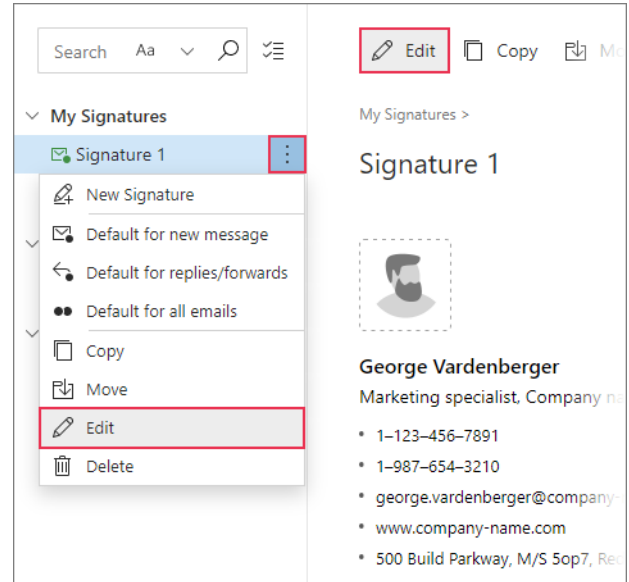
... click it to clear or select the necessary checkboxes:



**Step 3**

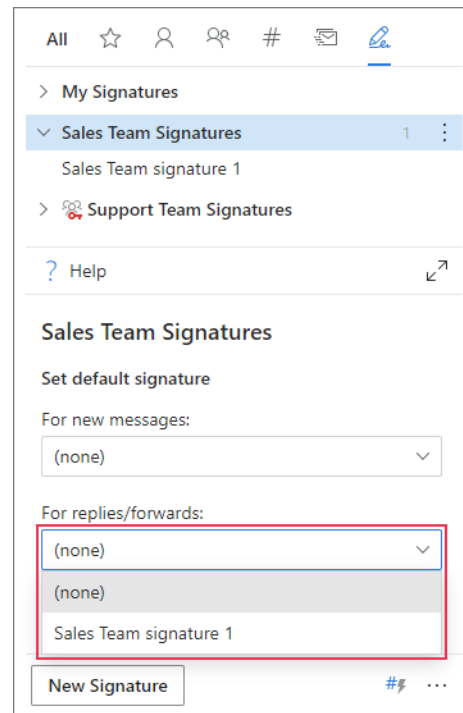
When editing is over, click Save.

**Note.** When in the Shared Email Templates web app, use either the **Edit** icon or the **Edit** option:



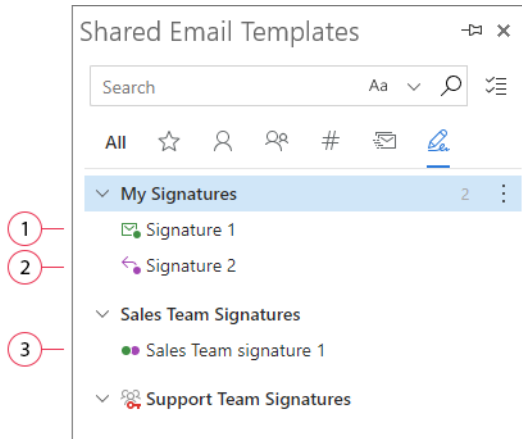
**Arrange a default signature**

To set up a default signature automatically pasted into your email messages along with your templates, select a signatures folder and choose the desired signature either for your new messages or for replies and forwarding emails (or both):





Default signatures look like this on the pane:



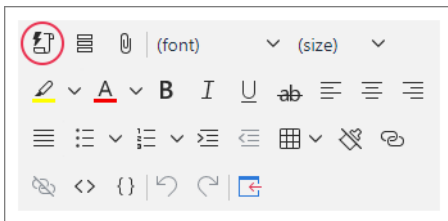
1. For new email messages
2. For replies and forwarding emails
3. For all email messages

### Replace a default signature

To replace a default signature with some other one for any of your templates, use a macro.

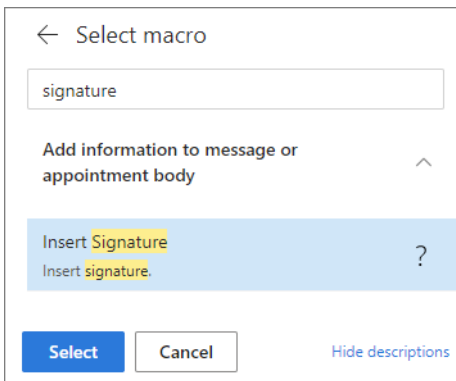
#### Step 1

Start editing your template, put the cursor after the text you have there, and click the **Insert macro** icon:



#### Step 2

Find and select **Insert Signature** in the list:



#### Step 3

Choose a signature that will replace a default one for this template. Click **OK**:



Don't forget to save the changes you've made to the template with the **Save** button.

### Find more information

- How to set signatures [ablebits.com/docs/outlook-shared-templates-signatures](https://ablebits.com/docs/outlook-shared-templates-signatures)

#### Need more details?

- Shared Email Templates for Outlook documentation [ablebits.com/docs/#shared-email-templates-outlook](https://ablebits.com/docs/#shared-email-templates-outlook)
- More Shared Email Templates features and benefits [ablebits.com/outlook-shared-email-templates](https://ablebits.com/outlook-shared-email-templates)
- Shared Email Templates tips and tricks [ablebits.com/office-addins-blog/tag/shared-email-templates](https://ablebits.com/office-addins-blog/tag/shared-email-templates)
- All Shared Email Templates cheat sheets [ablebits.com/docs/outlook-shared-templates-cheat-sheets](https://ablebits.com/docs/outlook-shared-templates-cheat-sheets)

