## Signatures you can create

With Shared Email Templates, you can create three types of signatures: company-wide, team-wide, and personal.

📄 To create, edit, and manage company-wide signatures, you need to have admin rights. To create, edit, and manage team-wide signatures, you need to be an Editor in your team.
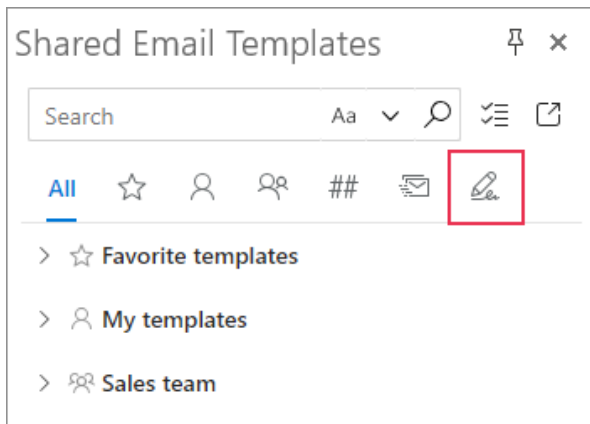
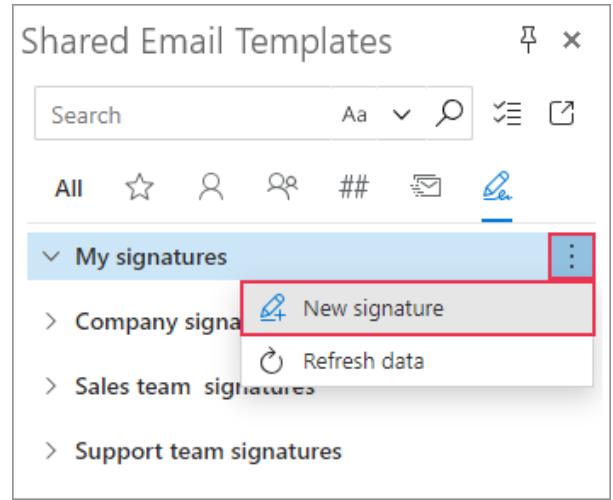You can find all available signatures in the corresponding folders on the **Signatures** tab.
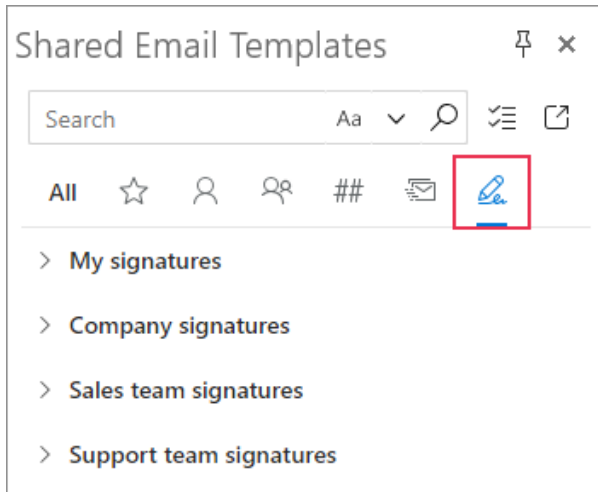
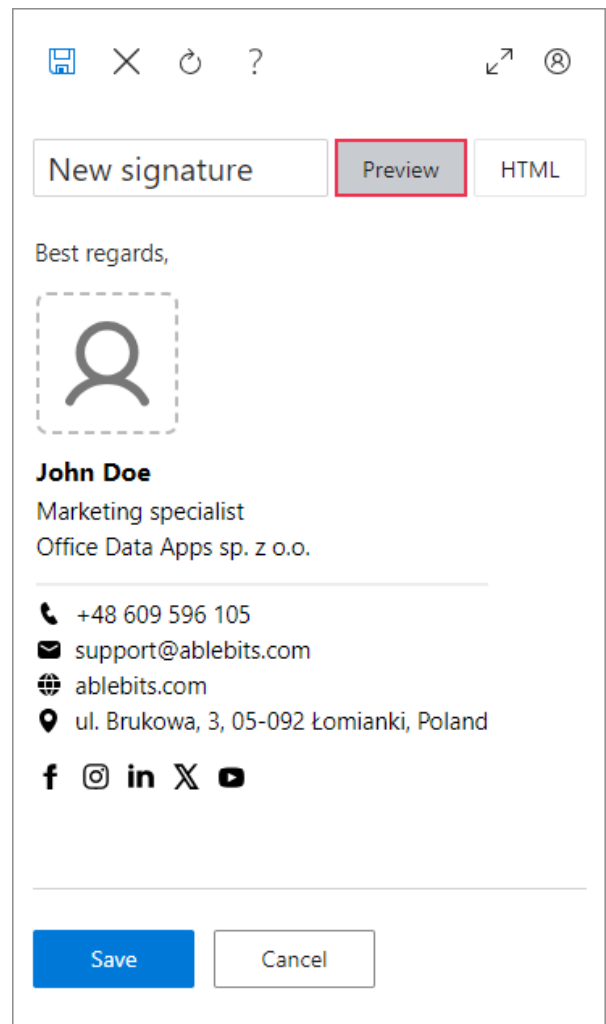## How to create signatures

Step 1: Signature setup

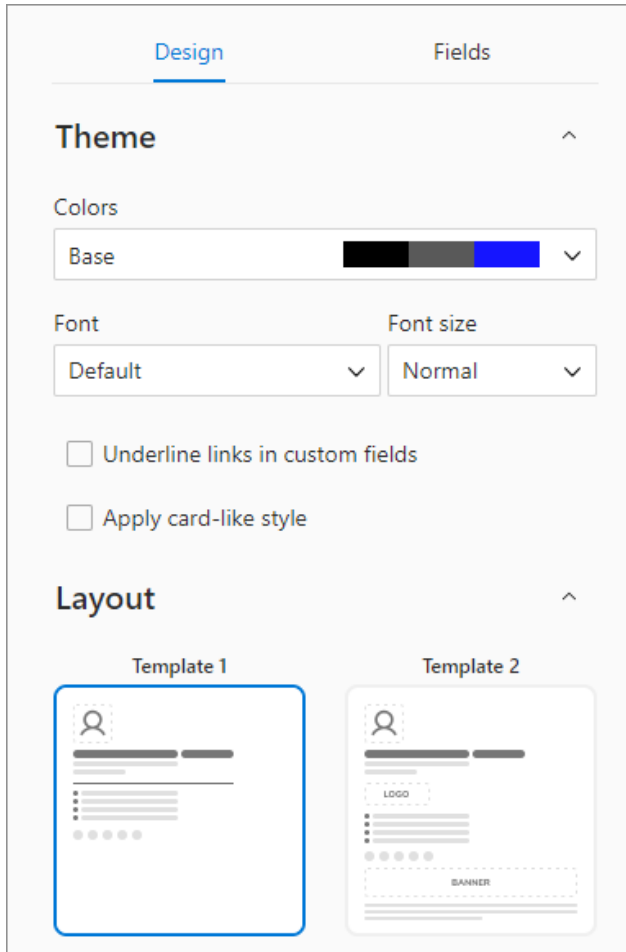1   On the Shared Email Templates pane in your Outlook, go to the **Signatures** tab.

2   Right-click a folder that you want to add a signature to and select **New signature**.

The Shared Email Templates app will open in your default browser showing a signature preview.

The sidebar on the right will let you set the design and content of your signature.
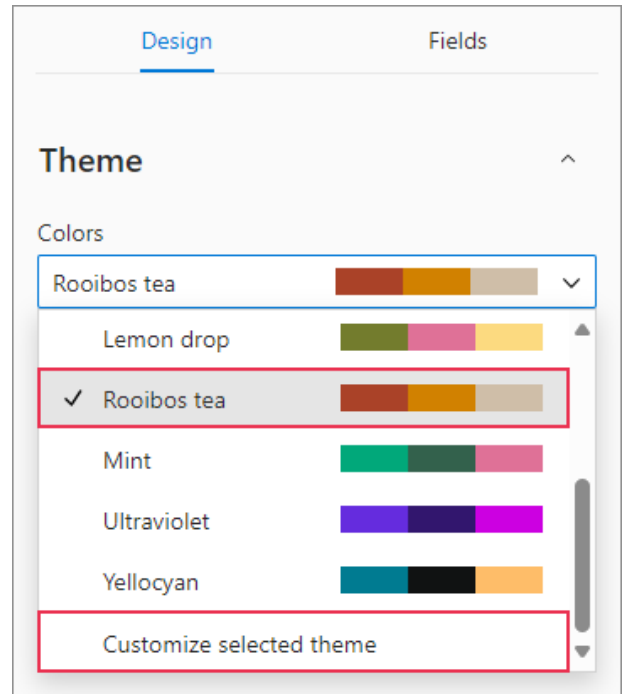

Step 2: Select design

On the **Design** tab of the sidebar, you can choose what your signature will look like.

Color theme

Select the color theme that you want to use for your signature.
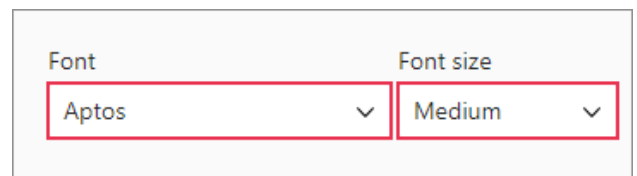

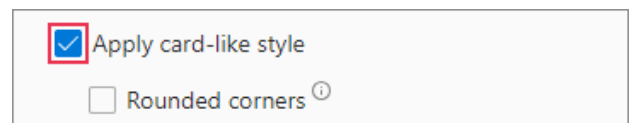💡 To adjust the chosen color theme, select **Customize selected theme**.

Font and font size

Feel free to choose a font and a font size for your signature.
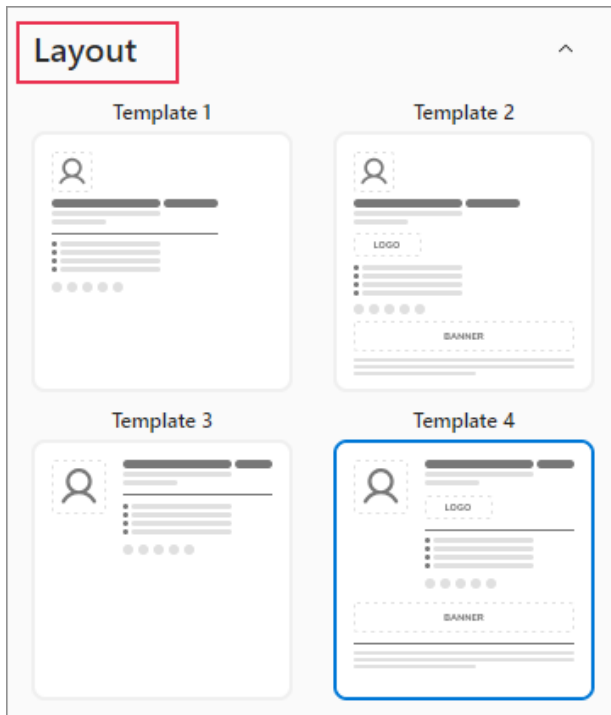

Card-like style

If you want your signature to look like a business card, you can select the **Card-like style** checkbox.

📄 If you want a card-like signature to have rounded corners, select the corresponding checkbox. In some versions of Outlook, the corners might appear square instead of rounded.
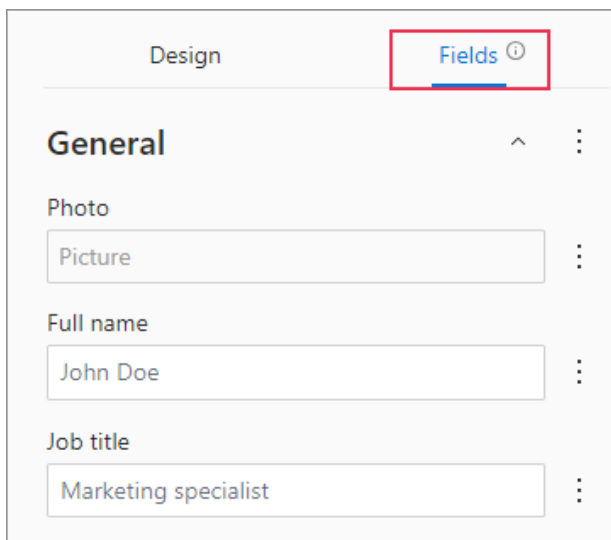
Layout

Select the signature template that you like.

Step 3: Add content

To add content to your signature, go to the **Fields** tab. For team- or company-wide signatures to work across your organization, insert the necessary information from user profile, team, and company account properties, or from your organization's Azure AD.


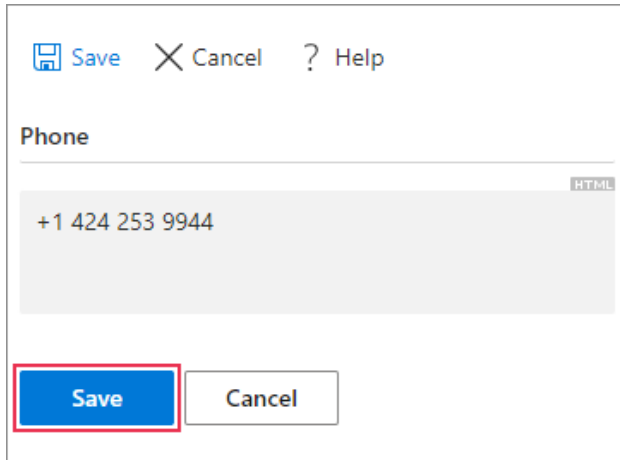## How to pull data from your company account, team, or user profile properties

To include information from your company account, team, or user profile properties, select the corresponding option from the ellipsis menu next to a field.
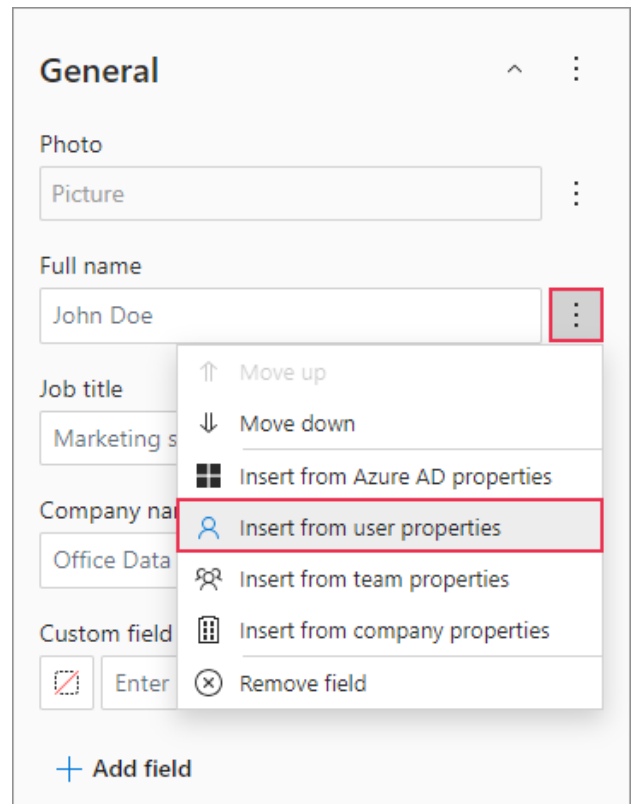
💡 If you want to add a user profile property to use it in your signature, go to **Profile,** start editing properties by clicking **My properties.** Then select the **Add property** button.
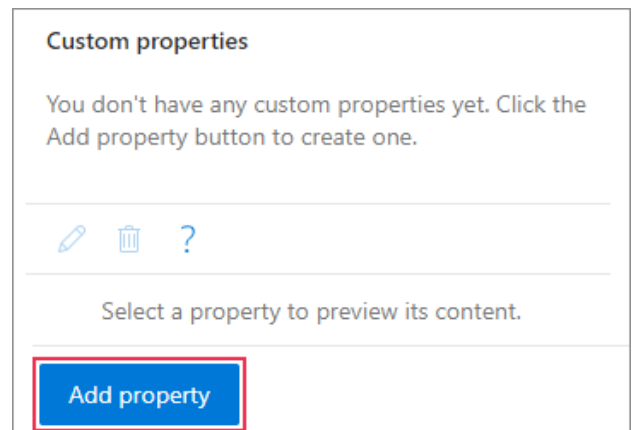
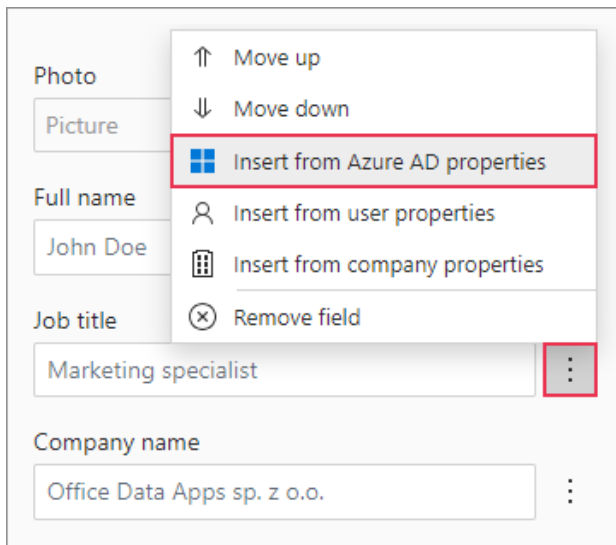Enter the property name and its content. Click **Save**.

📄 If you're an admin in your company or team account, you can add company account properties. If you have Editor permissions for your team, you can add team properties.
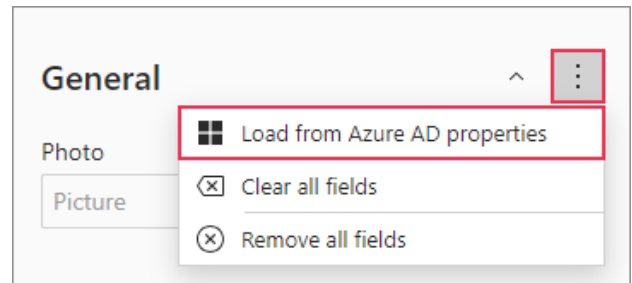
How to populate fields with data from Azure AD

If you have some data like your photo, job title, email address, or phone number in Azure AD, you can pull it to your signature.

To fill a specific field, select the **Insert from Azure AD properties** option on the ellipsis menu on the right of the field.
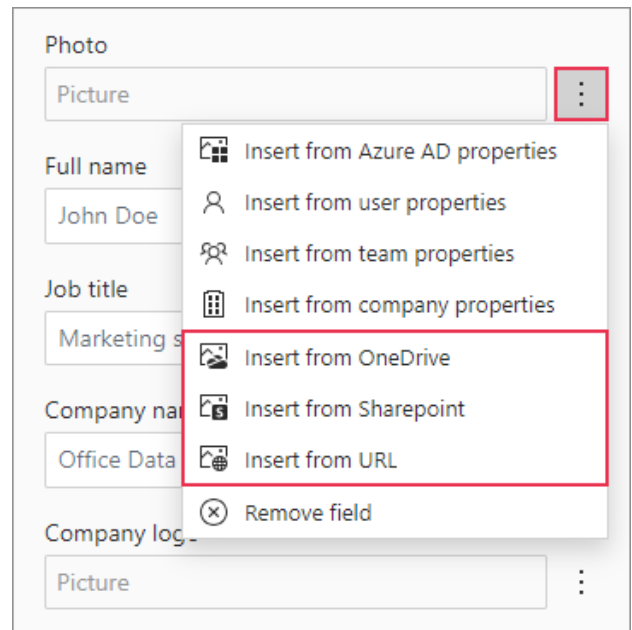

To fill an entire section, select the **Load from Azure AD properties** option on the ellipsis menu on the right of the section name.
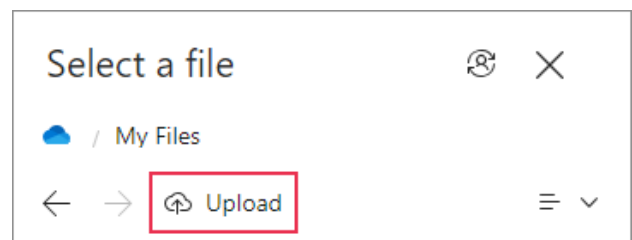

How to add a photo, company logo, or banner

To have a picture in your signature, whether it's your photo, your company's logo, or a banner, insert it from OneDrive, SharePoint, or a URL.

💡 If the picture you want to use is in your local storage, you can upload it to your OneDrive or SharePoint.
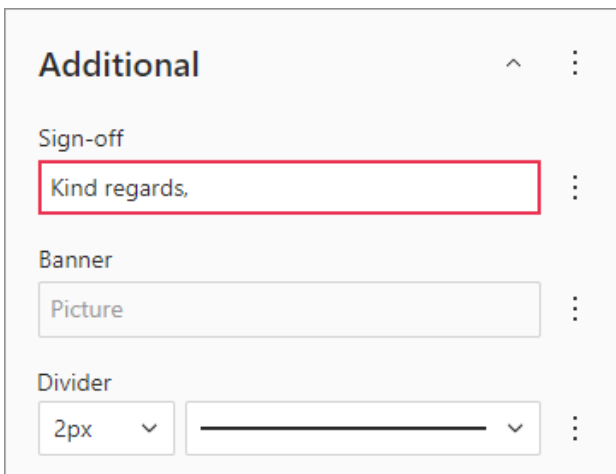
💡 You can make a logo or a banner clickable by adding a URL to the picture. After inserting the logo or the banner, open the ellipsis menu next to the *Company logo* or *Banner* field, select **Insert hyperlink,** and enter the necessary URL.
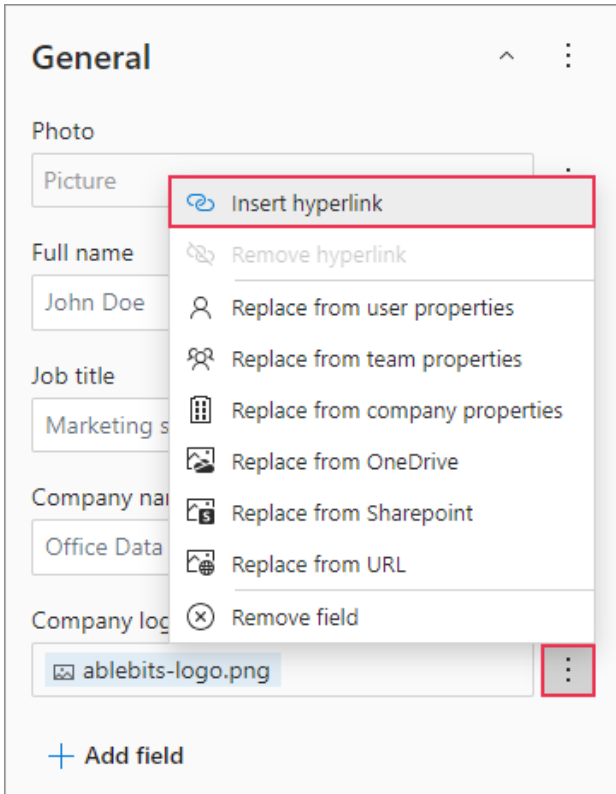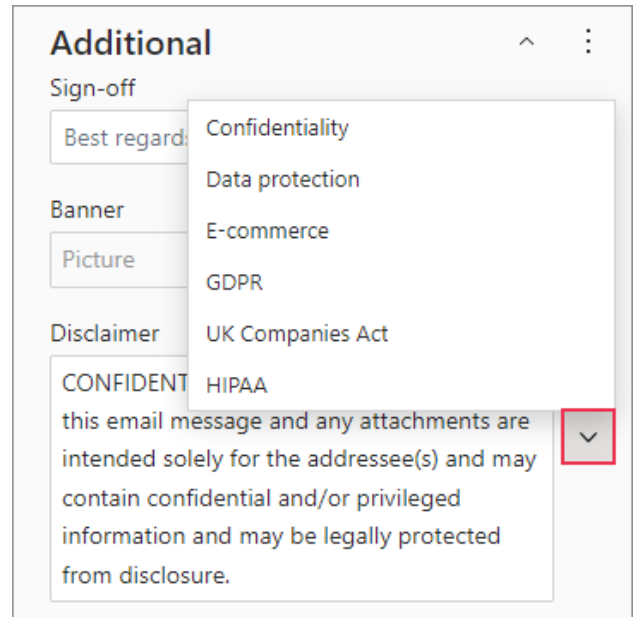

How to add a sign-off

In the **Additional** section, you can enter your preferred closing phrase.

How to add a disclaimer

You can include confidentiality notice, data protection notice, e-commerce disclaimer, GDPR compliance statement, UK Companies Act disclosure, or HIPAA compliance notice in your signature. You can also enter your own disclaimer.

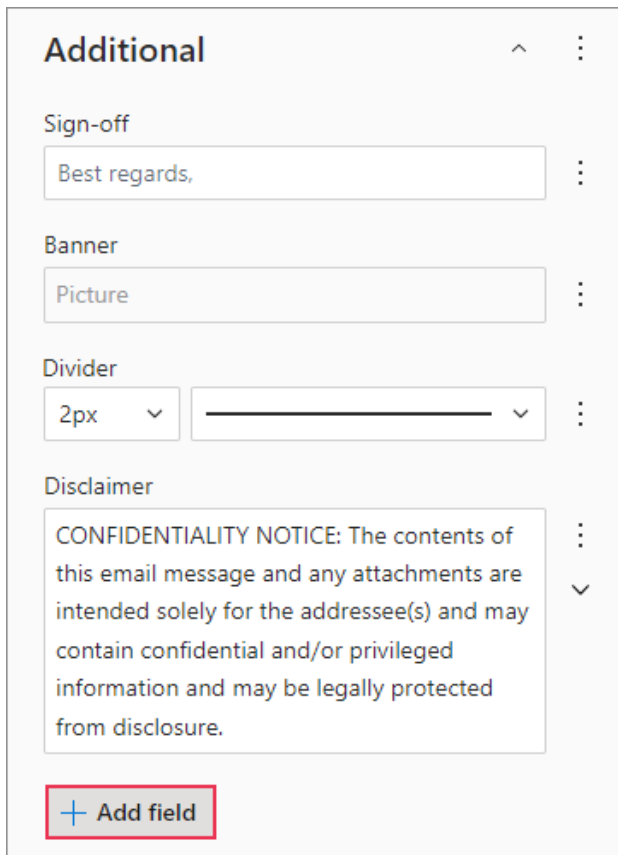💡 It's possible to add a hyperlink to your disclaimer.
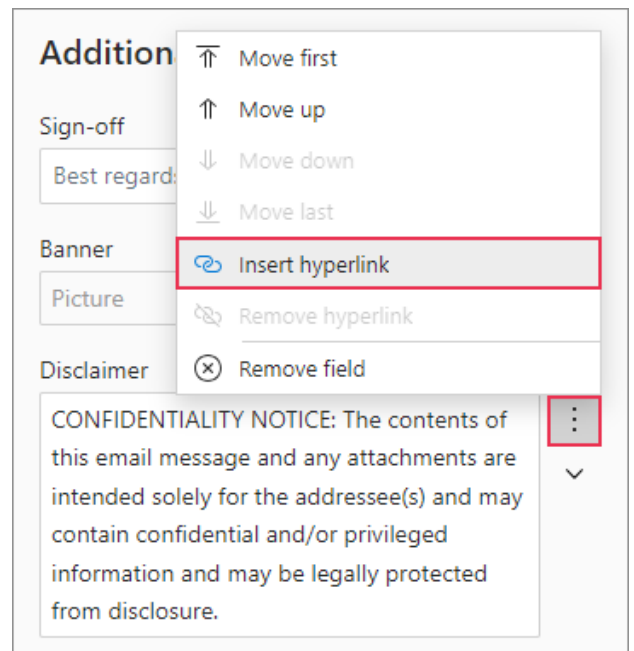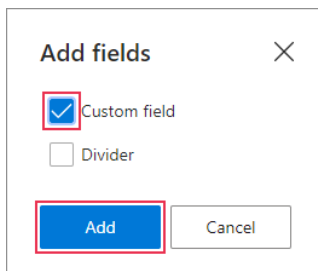
Step 4: Customize the layout

How to add custom fields

If you want to include additional information in your signature, you can add a custom field to the *General*, *Contact details*, or *Additional* section by doing the following:

1   In the bottom of a section, select the **Add field** button.
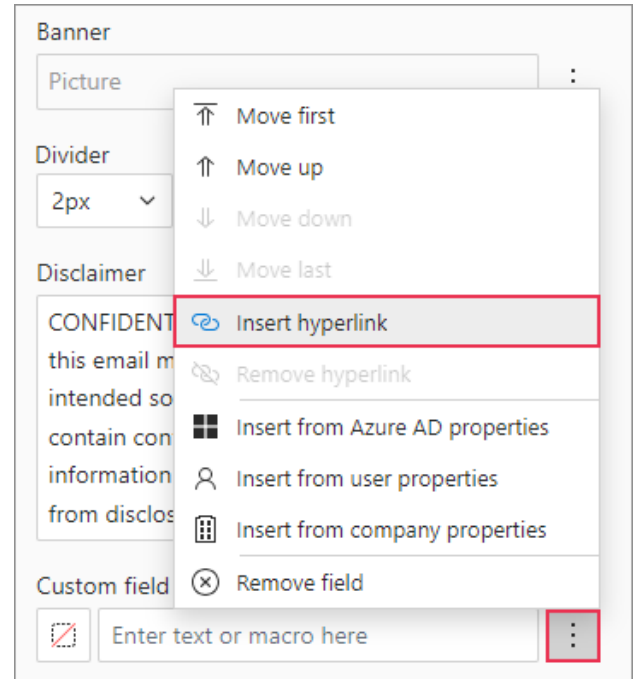

2   In the dialog that will appear, select the **Custom field** checkbox and click **Add**.

How to insert hyperlinks into custom fields

After adding a custom field, you can include a hyperlink in it. Just open the ellipsis menu next to the field and select the **Insert hyperlink** option.
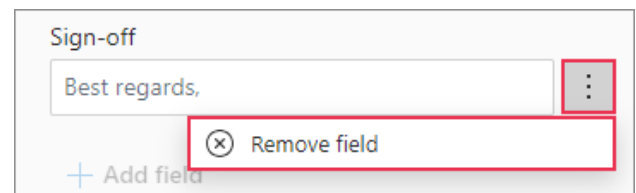

How to format text in fields

To apply text formatting in your signature fields, use the following keyboard shortcuts:

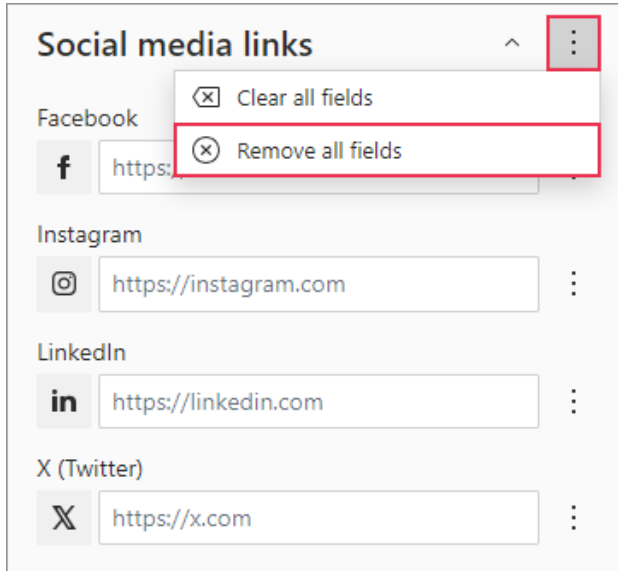|	Windows	Mac
Bold	Ctrl+B	Command-B
Italic	Ctrl+I	Command-I
<u>Underline</u>	Ctrl+U	Command-U
Line break	Shift+Enter	Shift-Return

How to delete fields

If you don't need a field, click the ellipsis menu next to the field and select **Remove field**.
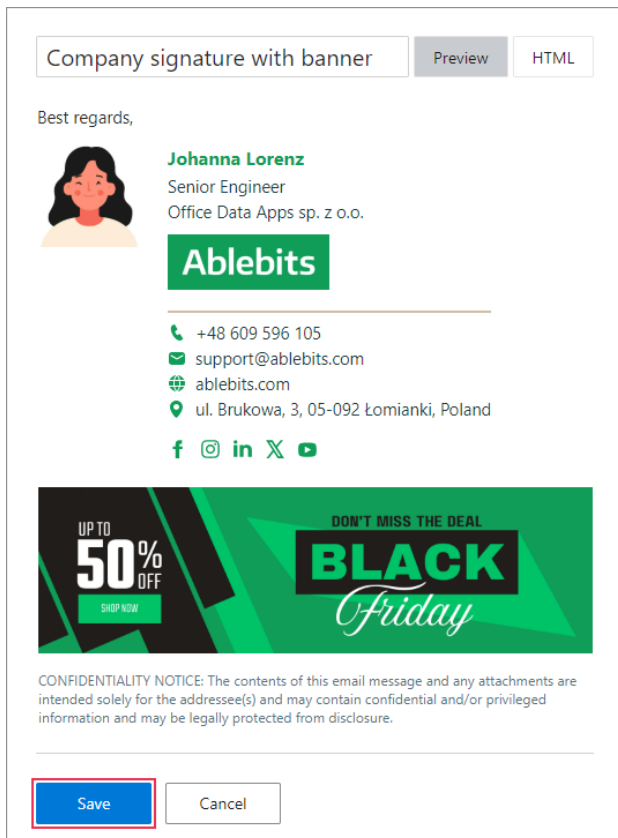
How to delete sections

To delete an entire section, click the ellipsis menu next to the section and select **Remove all fields**.


Step 5: Save the signature

When your signature is ready, select **Save**.

How to manage signatures

Set up a default personal signature

On the Shared Email Templates pane, go to the **Signatures** tab and select **My signatures**. In the lower part of the pane, select the necessary signature(s) from the dropdown lists. The selected signature(s) will be used as the default for new messages and/or for replies and forwards.
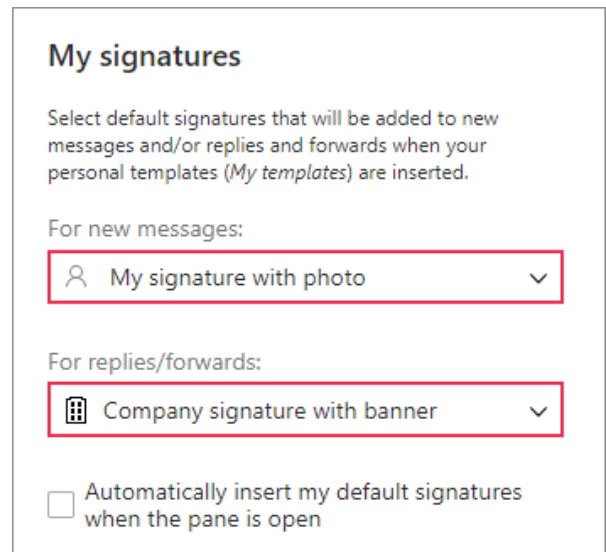
Alternatively, right-click a signature and choose what type of email messages it will work for by default: new messages or replies and forwards.
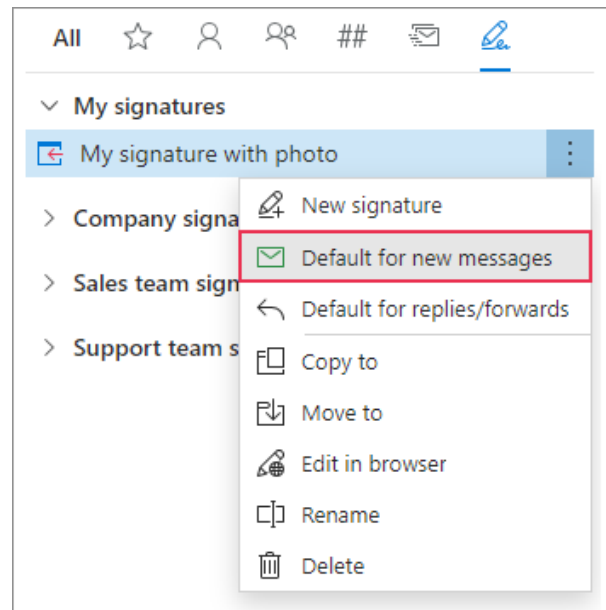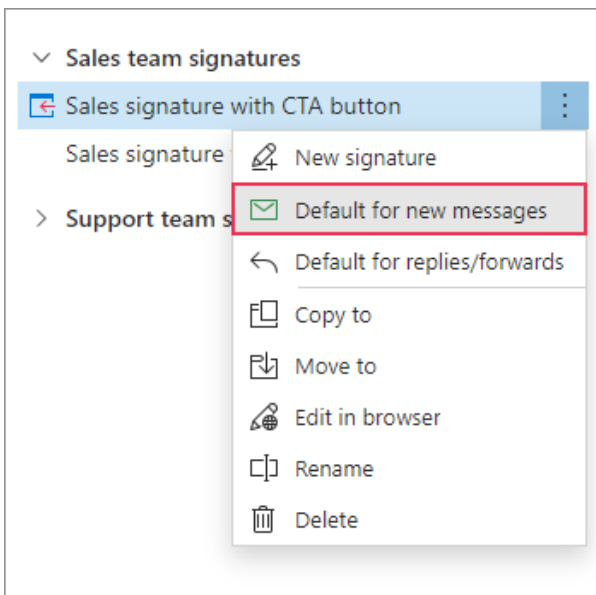
Set up a default team-wide signature

📄 To set team-wide signatures as the default, you need to be a team Editor.

On the Shared Email Templates pane, go to the **Signatures** tab to select the corresponding team. Then use the dropdown menus in the lower part of the pane to set the default team-wide signature(s) for new messages and/or replies and forwards.

You can also specify the type of email messages that a team-wide signature will be added to by default by right-clicking the signature and selecting the corresponding option.
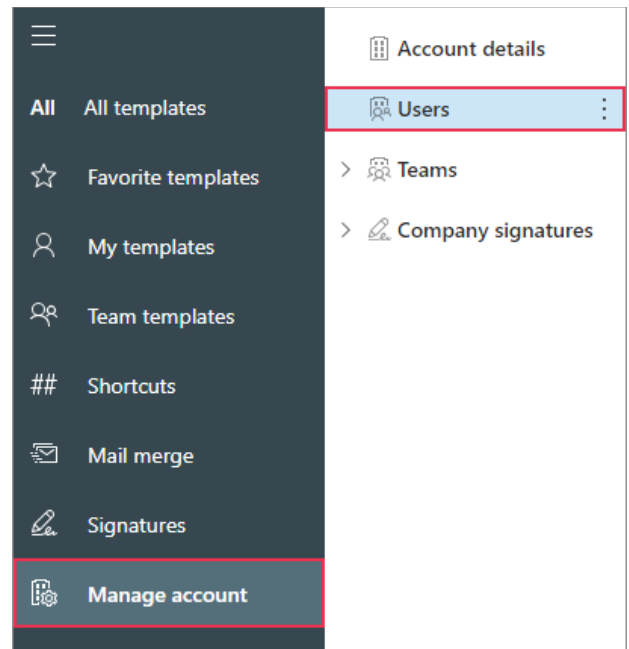

📄 If no default team-wide signature is available, the default signature(s) specified in a user profile will be used along with team templates.
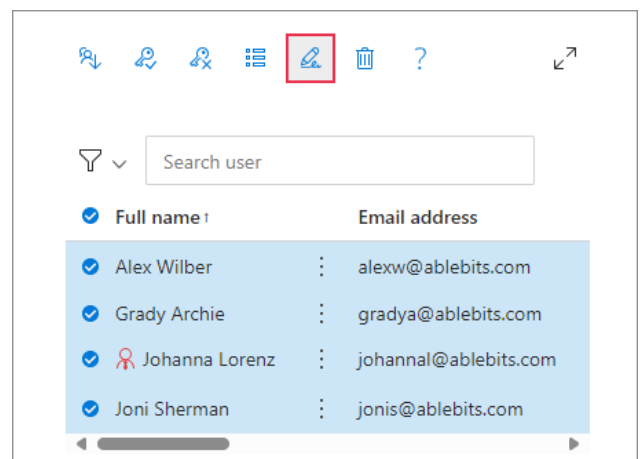
Set up a default company-wide signature

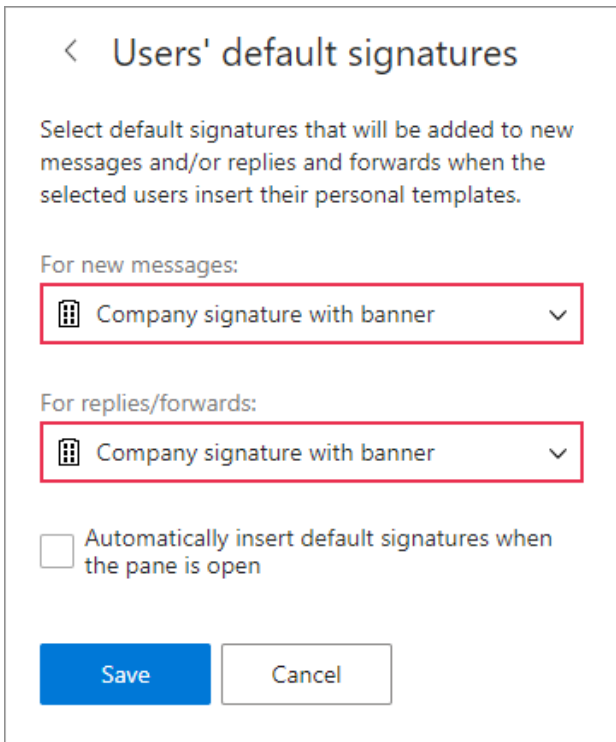📄 To set company-wide signatures as the default, you need to be a company or team account admin.
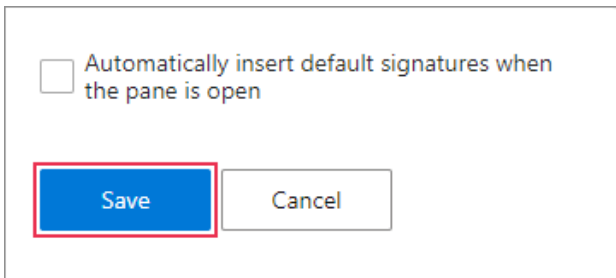
1   Go to **Manage account** > **Users**.

2   Select users for whom you want to arrange a default signature. Then select the **Signatures** button.

3   Select default signature(s) for new messages and/or for replies and forwards in the dropdown menus on the right sidebar.

4   Select **Save**.
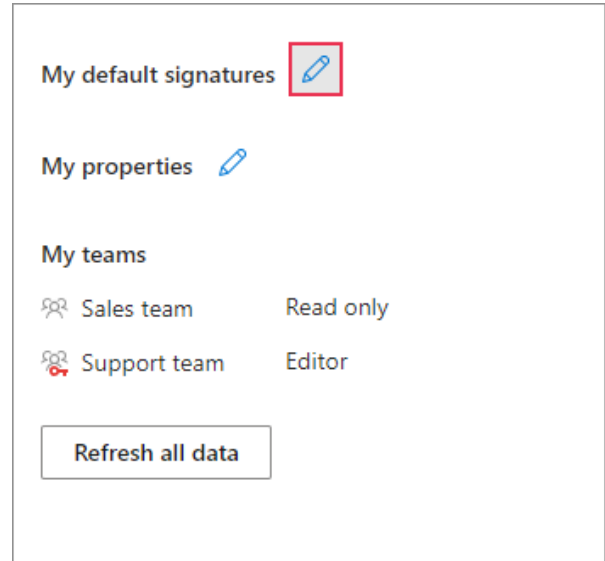

How default signatures work
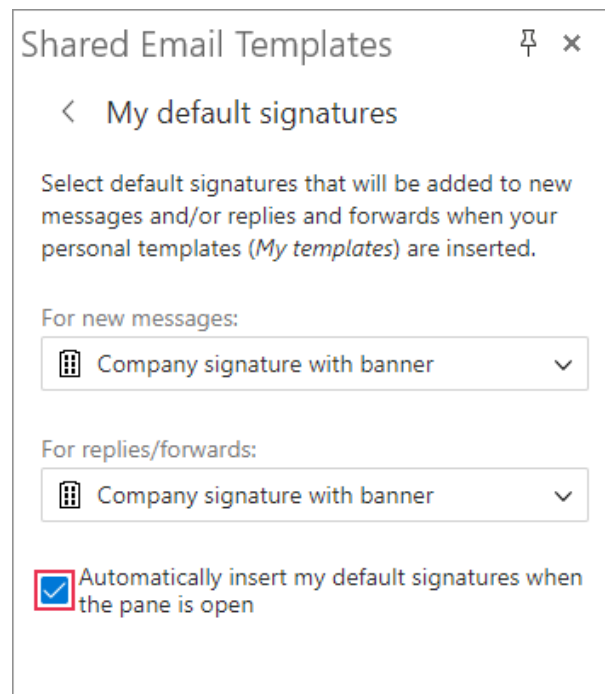
Default personal signatures

If you insert a personal template into an email message, the corresponding default signature specified in your profile is added along with the template.

📄   Default signatures can be selected for a user by the user themselves or by an admin.

To check what default signatures are selected for you, click the **More** menu at the bottom of the Shared Email Templates pane. Then go to **Profile** > **My default signatures**.
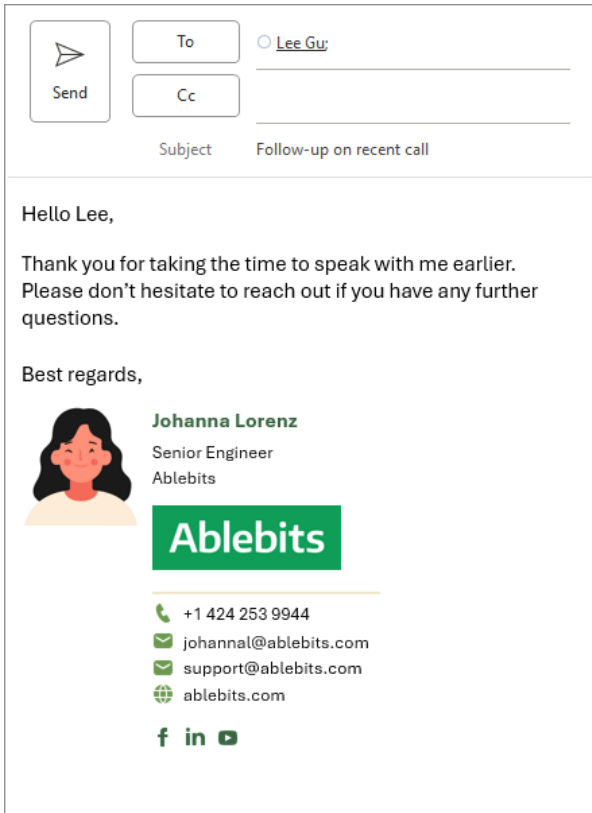

If you want your default signatures to appear in your email messages when the add-in pane is open, select the **Automatically insert my default signatures when the pane is open** checkbox in your profile.

Default team-wide signature

When a team template is used, a default signature assigned by a team Editor is inserted along with the team template.


📄 If no default team-wide signature is available, the default signature(s) specified in a user profile is used along with team templates.

💡 You can replace the default signature that was automatically inserted into an email message by inserting any other signature manually.
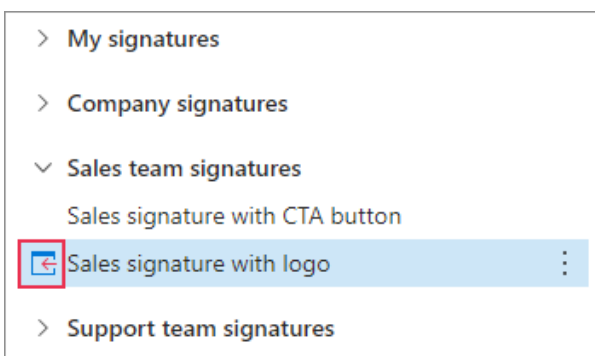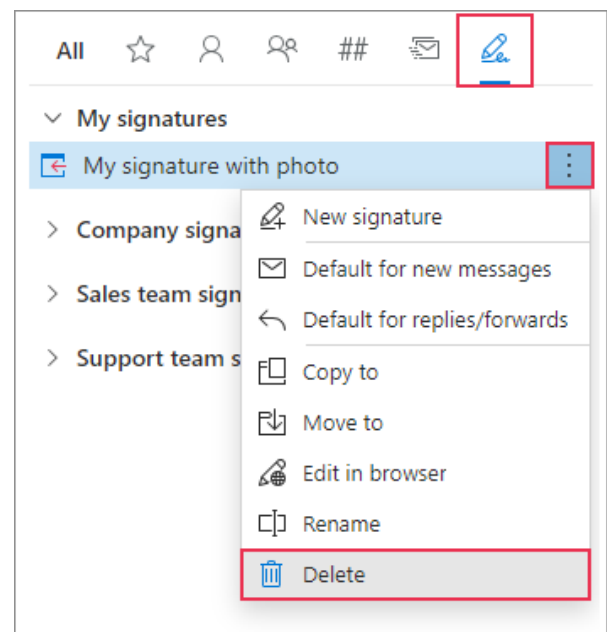

Edit a signature

On the **Signatures** tab, click the ellipsis menu next to the signature you want to edit and select **Edit in browser**.
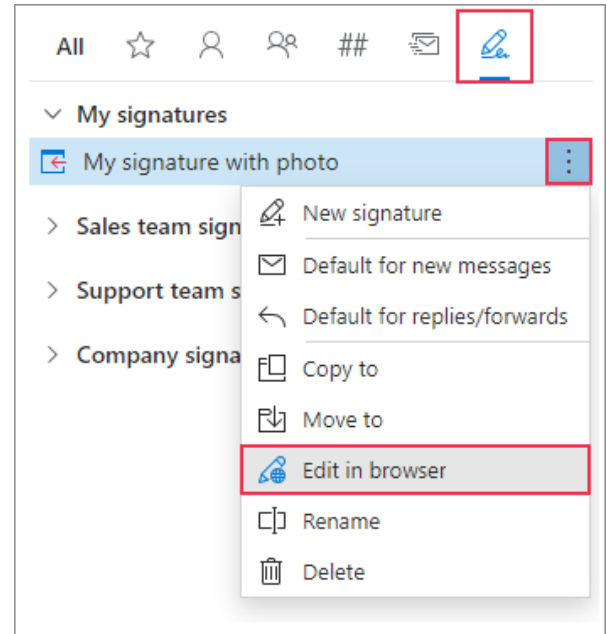
Delete a signature

On the **Signatures** tab, click the ellipsis menu next to the signature you want to remove and select **Delete**.

Learn more

- Create and manage personal signatures
  ablebits.com/docs/outlook-shared-templates-personal-signatures

- Create and manage team-wide signatures
  ablebits.com/docs/outlook-shared-templates-team-wide-signatures

- Create and manage company-wide signatures
  ablebits.com/docs/outlook-shared-templates-company-wide-signatures

⑦ **Need more details?**

- Shared Email Templates for Outlook documentation
  ablebits.com/docs/#shared-email-templates-outlook

- More Shared Email Templates features and benefits
  ablebits.com/outlook-shared-email-templates

- Shared Email Templates tips and tricks
  ablebits.com/docs/outlook-shared-templates-tips-tricks

- Shared Email Templates cheat sheets
  ablebits.com/docs/outlook-shared-templates-cheat-sheets

- Shared Email Templates how-to videos
  ablebits.com/docs/outlook-shared-templates-videos