How to Create a New Signature in Outlook   Scribe

1   Navigate to outlook.office.com/mail/inbox/id/AAQkAGM3YmQyZj...
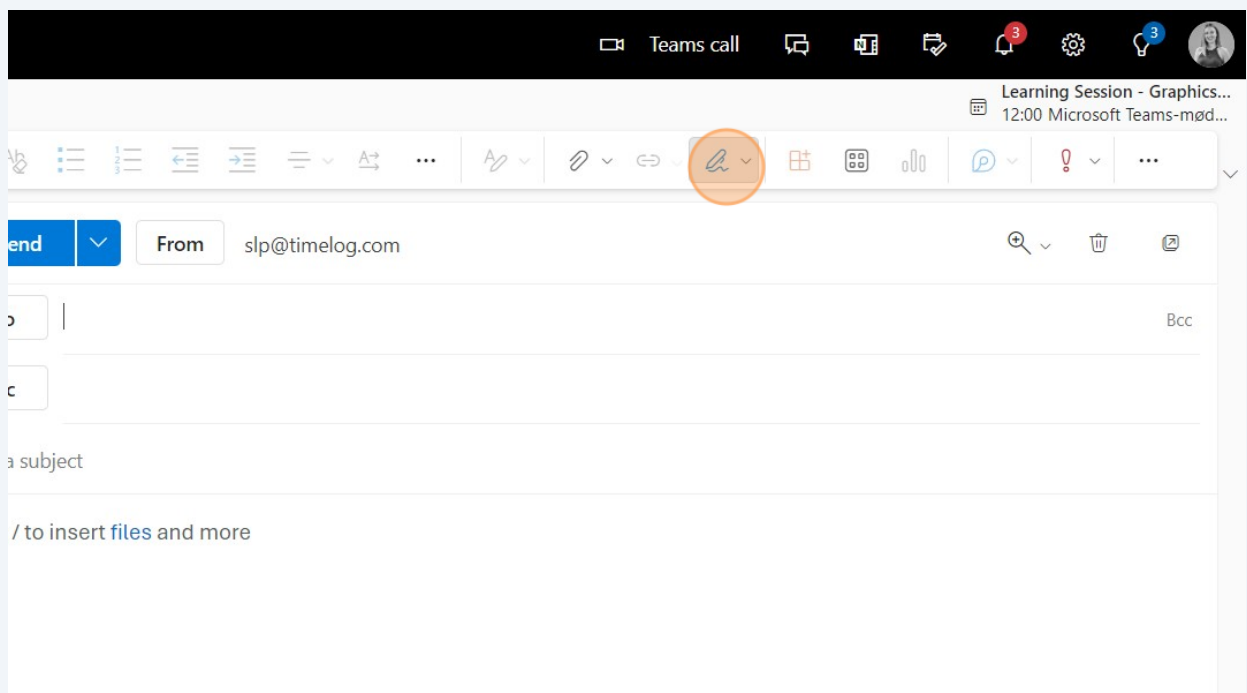
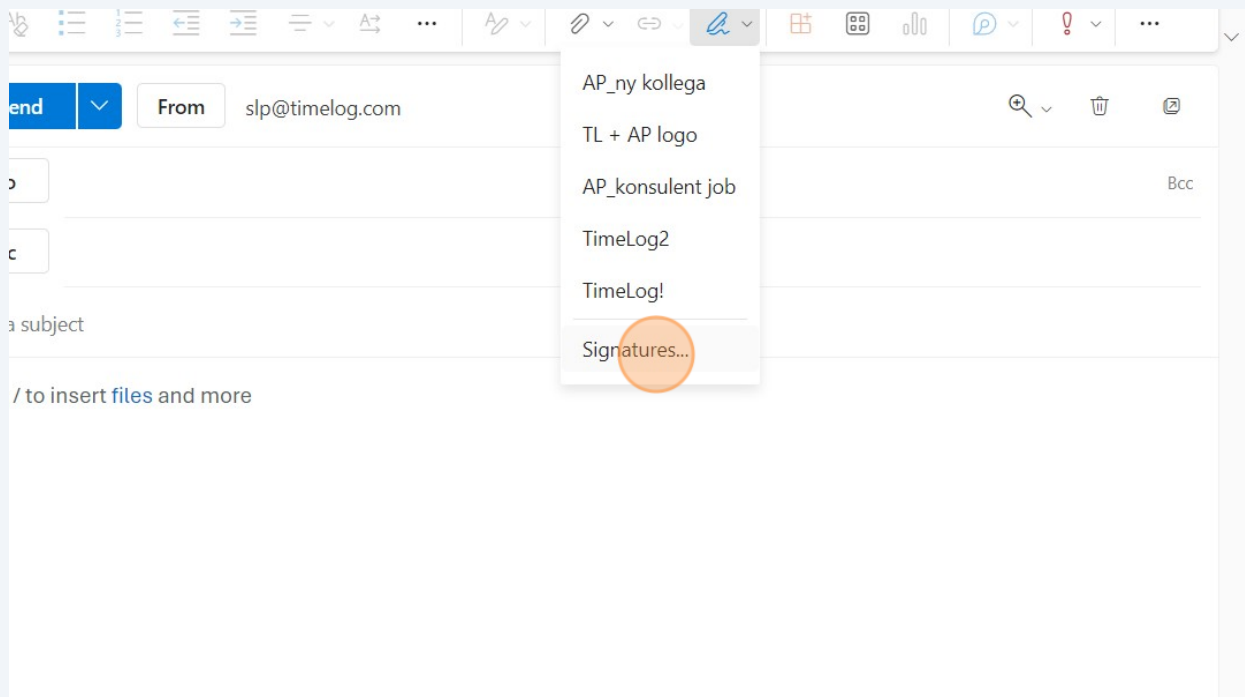**2**   Copy the entire email signature (from "Kind regards" to the banner below)
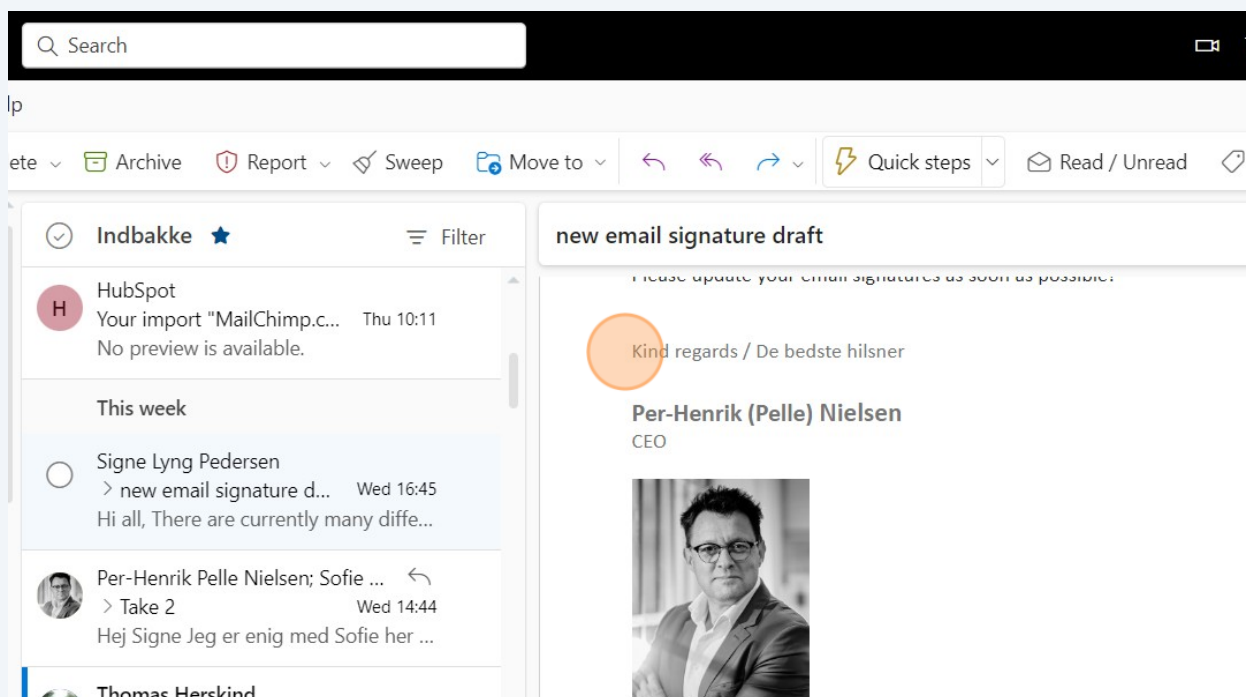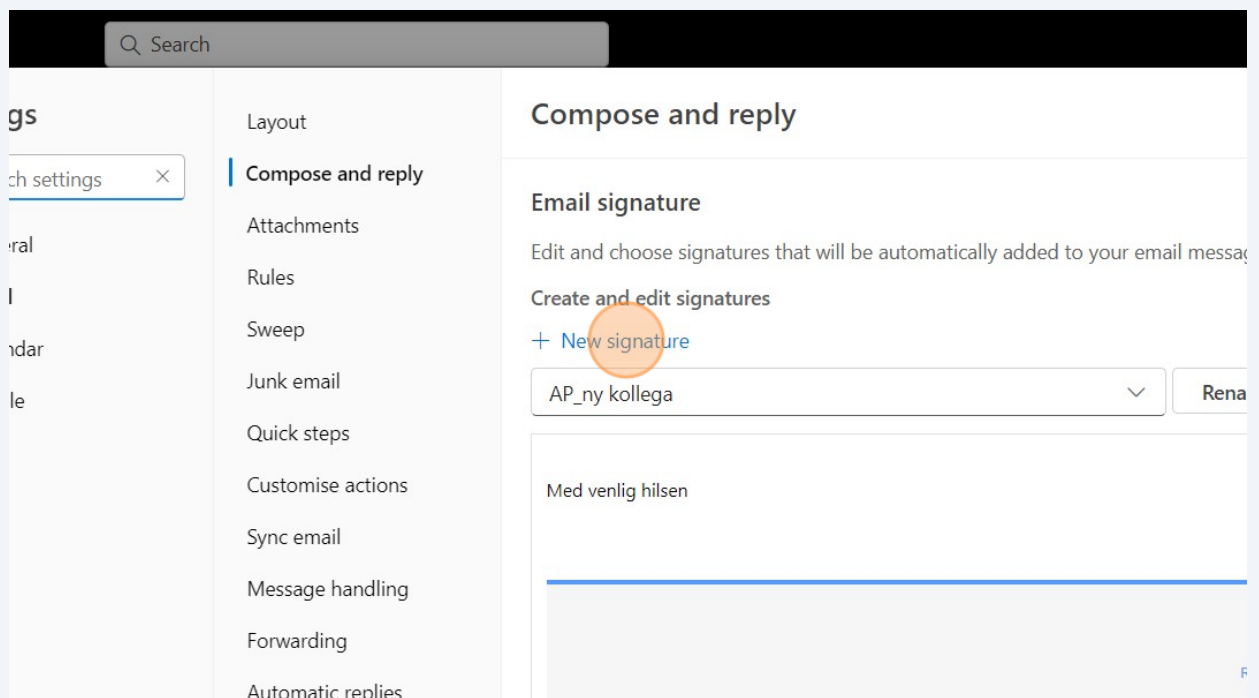
3 Click "New email"
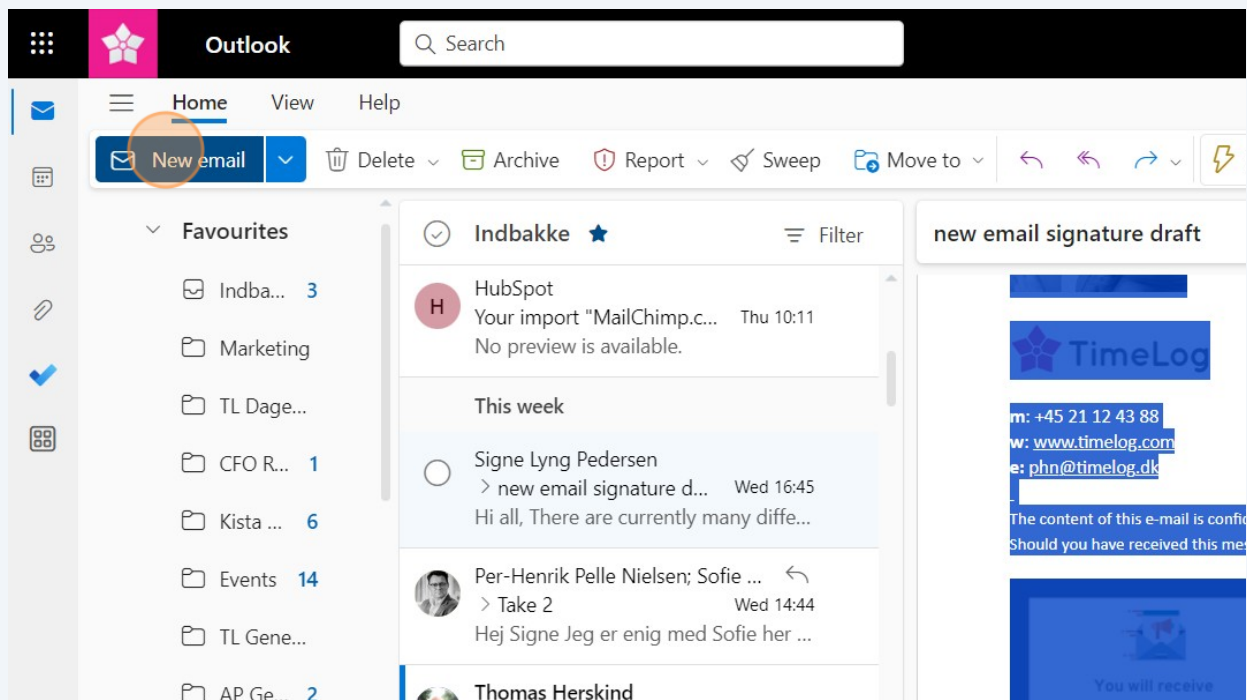
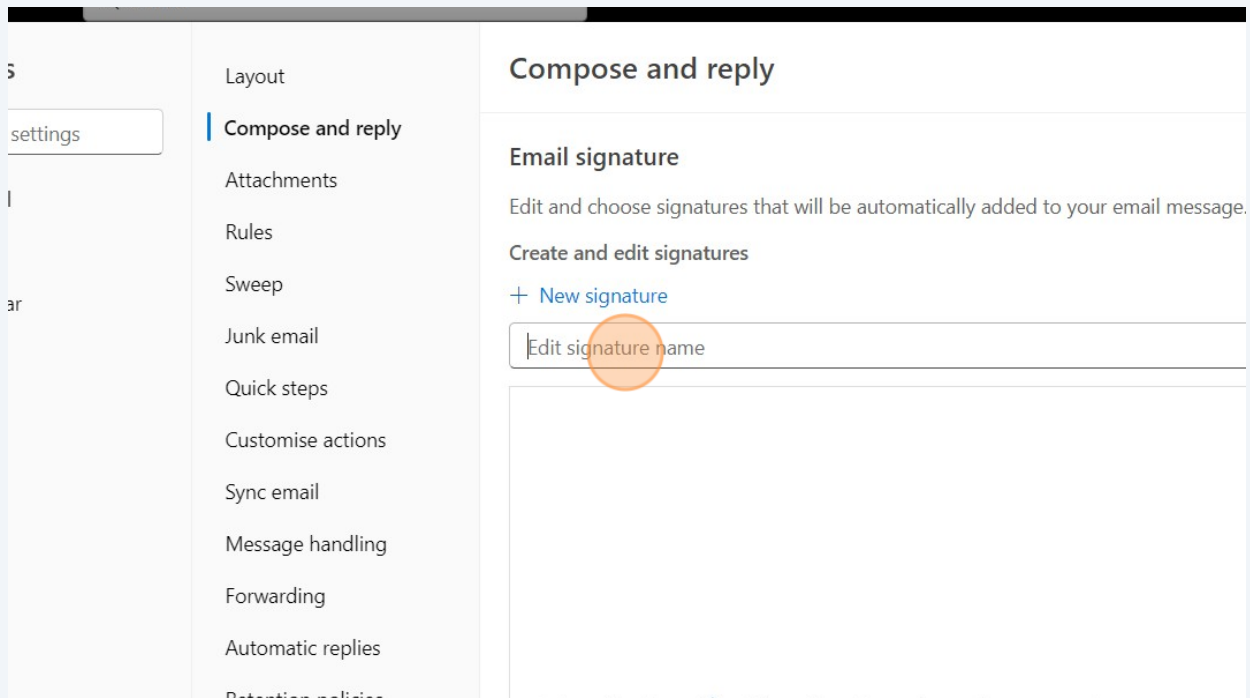**4** Click the signature icon.

5 Click "Signatures..."

6 Click "New signature"

7 Click the "Edit signature name" field and fill in a name for the new signature (e.g. TimeLog new)

Layout

| Compose and reply

Attachments

Rules

Sweep

Junk email

Quick steps

Customise actions

Sync email

Message handling

Forwarding

Automatic replies

Retention policies

Compose and reply

Email signature

Edit and choose signatures that will be automatically added to your email message.

Create and edit signatures

+ New signature

Edit signature name

---

8 Paste the new signature in the box below.

| Compose and reply

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Retention policies

S/MIME

Email signature

Edit and choose signatures that will be automatically added to your email message.

Create and edit signatures

+ New signature

TimeLog New

B *I* U

☐ Include a link to my bookings page in my signature

9 Change the name, title, image, phone number and email address to match your own.

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Rules

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Groups

Edit and choose signatures that will be automatically added to your email message.

Create and edit signatures

+ New signature

TimeLog New

Kind regards / De bedste hilsner

Per-Henrik (Pelle) Nielsen
CEO

☐ Include a link to my bookings page in my signature

10 You can easily copy/paste your own photo from your old email signature.

arlotte Sch...
th se...   Thu 14:01
super jeg kunn...

imp.c...   Thu 10:11
ole.

re d...   Wed 16:45
ently many diffe...

sen; Sofie ...
            Wed 14:44
g med Sofie her ...

på ...   Tue 14:20
glæde af de site...

llesen
llese...   Tue 13:52

Signe Lyng Pedersen
Events Manager

TimeLog

m: +45 60522852
w: www.timelog.com
e: slp@timelog.dk
-
The content of this e-mail is confidential and intended for the recipient(s) specified in this message only.
Should you have received this message by mistake, we would be grateful, if you inform us and delete it without forwarding it t

You will receive

Subscribe to our newsletter

11 Click "Save" in the bottom.
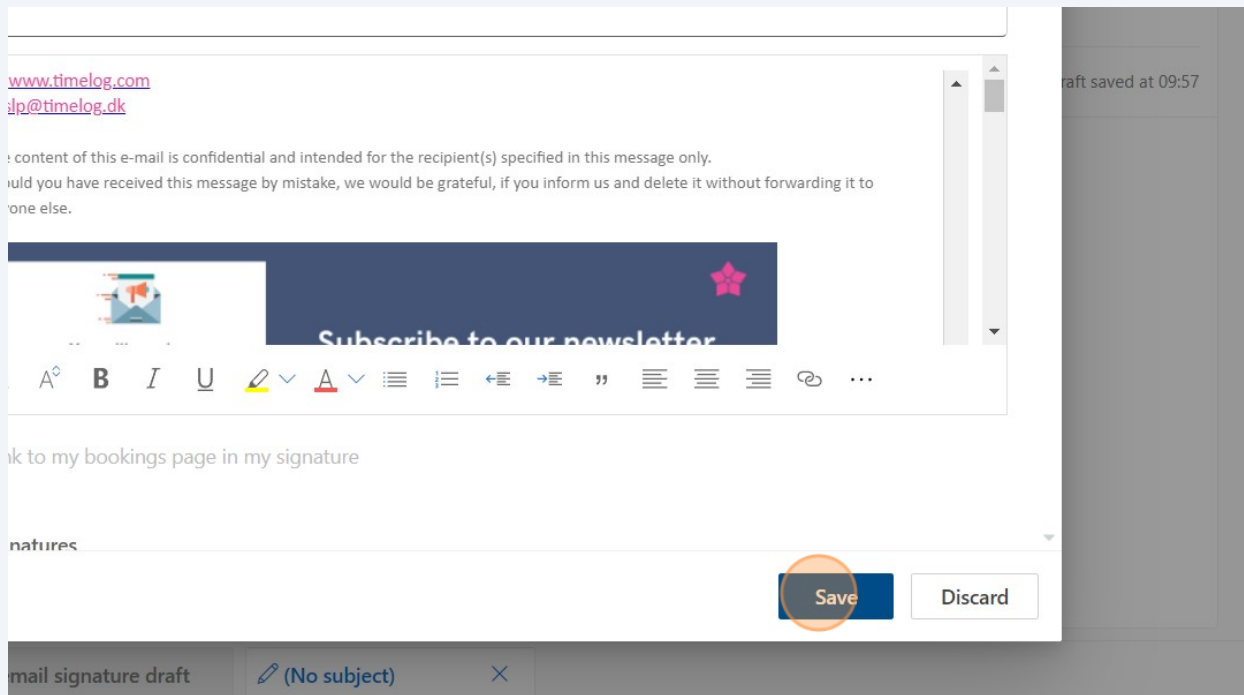
12 Check that you have chosen the new email signature in the drop down.
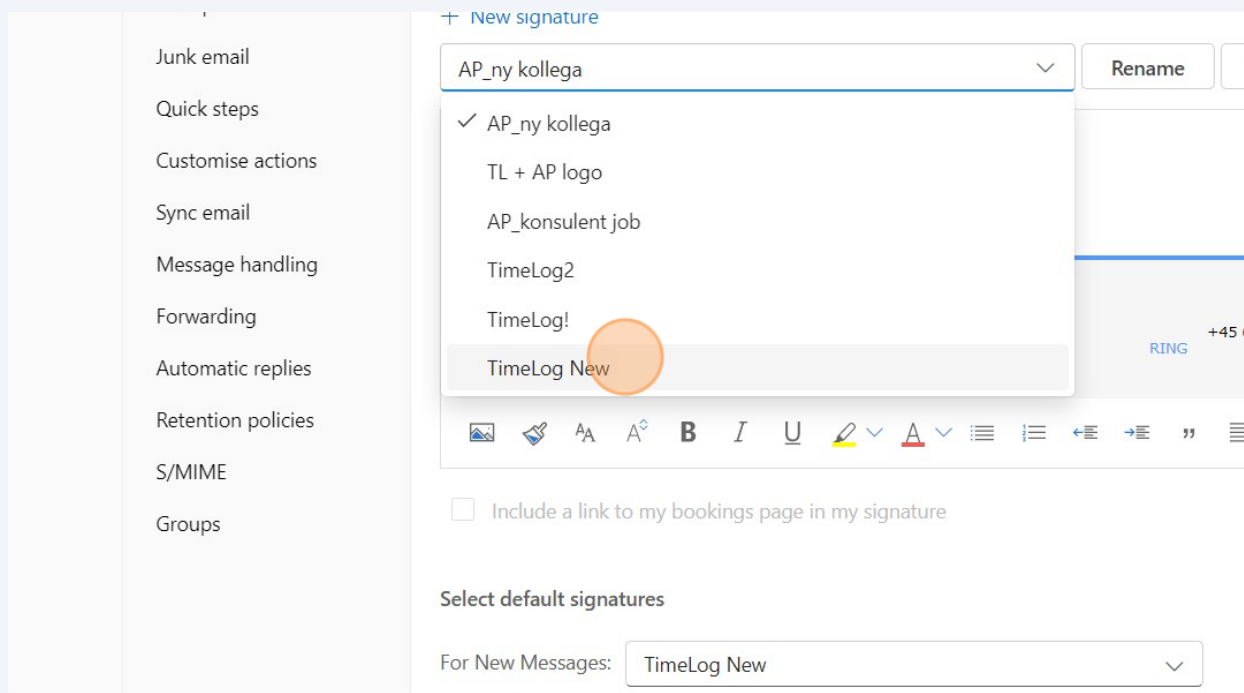
13 Decide when you want to use the new email signature (New messages / replies / forwards)

email

ck steps

tomise actions

email

sage handling

warding

omatic replies

ention policies

IME

ups

m: +45 60 52 28 52
w: www.timelog.com
e: slp@timelog.dk

☐ Include a link to my bookings page in my signature

Select default signatures

For New Messages: TimeLog New ⌄

For Replies/Forwards: TimeLog New ⌄

Message format

Choose whether to display the From and Bcc lines when you're composing a message.

☐ Always show Bcc

Schmidt