5. Under **Choose default signature**, set the following options for your signature:

   In the **E-mail account** drop-

6. Choose **OK** to save your new signature and return to your message. Outlook doesn't add your new signature to the message you opened in Step 1, even if you chose to apply the signature to all new messages. You'll have to add the signature manually to this one message. All future messages will have the signature added automatically. To add the signature manually, select **Signature** from the **Message** menu and then pick the signature you just created.

Insert a signature manually

If you don't choose to insert a signature for all new messages or replies and forwards, you can still insert a signature manually.

1. In your email message, on the **Message** tab, select **Signature**.

2. Choose your signature from the fly-out menu that appears. If you have more than one signature, you can select any of the signatures you've created.