**Create a signature in Outlook Versions 2016 and 365**

1. Open a new email message.
2. On the Message menu, select Signature > Signatures.
3. Select Signature from the Message menu.
4. Select Signature with a reply or forward in the reading pane.
5. Under Select signature to edit, choose New, and in the New Signature dialog box, type a name for the signature.
6. Under Edit signature, compose your signature.
7. To format the text, select the text, and then use the style and formatting buttons to select the options that you want.
8. To add a hyperlink - Click Insert hyperlink icon Insert Hyperlink, type in the information or browse to a hyperlink, click to select it, and then click OK
9. To add the HSE Email Signature Logo, [first download it from this website](http://www.hse.ie/eng/about/who/communications/branding/1Logo-Outlook-Signature.png) and save to your computer. Then when making your signature, click Insert a Picture, browse to where to logo is saved, click to select it, and then click OK.
10. To finish creating the signature, click OK
11. Further information can be found on Microsoft Office Support page – [click here](https://support.microsoft.com/en-us/office/create-and-add-a-signature-to-messages-8ee5d4f4-68fd-464a-a1c1-0e1c80bb27f2)