**How to customize your email signature for Mobility Week in Outlook**

1. Create a new email message.
2. On the **Message** tab, in the **Include** group, choose **Signature** > **Signatures**.



1. Under **Select signature to edit**, choose **New**, and in the **New Signature** dialog box, type *Mobility Week 2020* for the signature.
2. Under **Choose default signature**, set the following options for your signature:
	* In the **E-mail account** list, choose an email account to associate with the signature. You can have different signatures for each email account.
	* In the **New messages** list, choose the signature that you want to be added automatically to all new email messages. If you don't want to auto sign your new email messages, accept the default option of **(none)**.
	* In the **Replies/forwards** list, choose the signature that you want to be added automatically (auto sign) when you reply to or forward messages. Otherwise, accept the default option of **(none)**.
3. Under **Edit signature**, Copy and paste the signature box above and add any special personalization for your name, title, phone, fax, and email, and then choose **OK.**

**Copy and paste the signature box to the left.**

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**Add personalization, such as your name, title, and contact information, then choose OK.**