Add your email signature in Outlook

NOE · Microsoft 365

Everyone has their own signature file in their folder: **NOE-Your-Name-Email-Signature.html**. It takes about two minutes, and you only do it once.

1. Copy your signature

1. Double-click your **…Email-Signature.html** file. It opens in your web browser (Edge or Chrome is best).
2. Press `Ctrl + A` then `Ctrl + C` (on a Mac: `⌘ A` then `⌘ C`).

2. Paste it into Outlook

New Outlook & Outlook on the web

1. Click the **cog** (Settings) at the top right, then **Account** → **Signatures**.
2. Click **+ New signature** and name it **NOE**.
3. Click in the box and press `Ctrl + V`.
4. Under **Select default signatures**, choose **NOE** for **New messages** and for **Replies/forwards**.
5. Click **Save**. This also sets it up on outlook.office.com.

Classic Outlook (Windows)

1. **File** → **Options** → **Mail** → **Signatures…**
2. Click **New**, call it **NOE**, then paste into the edit box.
3. On the right, set **New messages** and **Replies/forwards** to **NOE**.
4. Click **OK**.

Outlook for Mac

1. **Outlook** → **Settings** → **Signatures**.
2. Click **+**, call it **NOE**, then paste.
3. Set it as the default for new messages and replies.
4. Close the window to save.

Check it worked

Start a new email to yourself and send it. You should see the orange NOE logo, your name, your job title and your own email address.

Logo missing? Click **"Download pictures"** at the top of the email once. The logo is stored online, so it stays sharp and doesn't get blocked as an attachment. **Text looks different?** The signature uses Arial, which every PC and Mac already has, so it looks the same for everyone. Paste again with `Ctrl + V` and don't restyle it.

Live versions and a one-click "Copy for Outlook" button: **noebrandhub.upstride.uk** → Stationery → Team cards & email signatures.