

How to edit email signature in MS Outlook

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Microsoft Outlook 2003 English

Click Path

- open MS Outlook 2003 and select a mailbox
- click menu "Tools"
- click entry "Options"
- click tab "Mail Format"
- click button "Signatures..."
- choose the signature to edit in the "Signature:" list
- click button "Edit..."
- in the "Signature text" area, edit as required
- when done click button "OK"
- click button "OK"
- click button "OK"

Screencast

See this screencast for a demonstration: