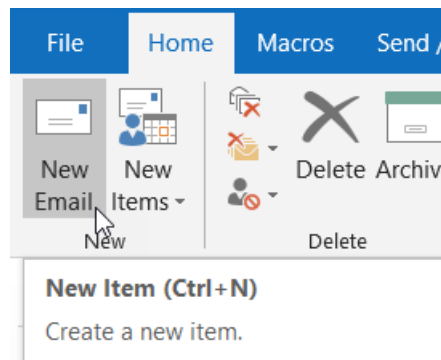


## Set Default Outlook Signature [Multiple Accounts]

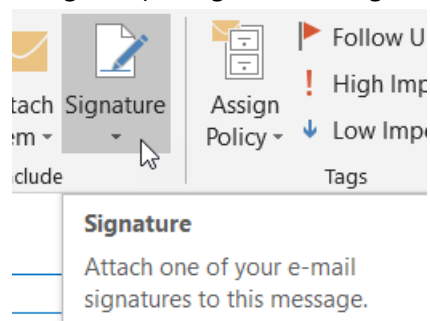
This tutorial will show you how to Set a Default Signature for multiple accounts in Outlook.



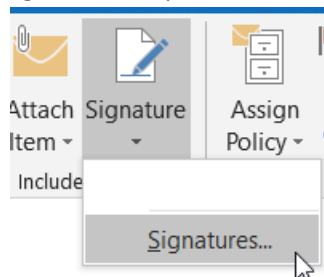
### 1. Click New Email



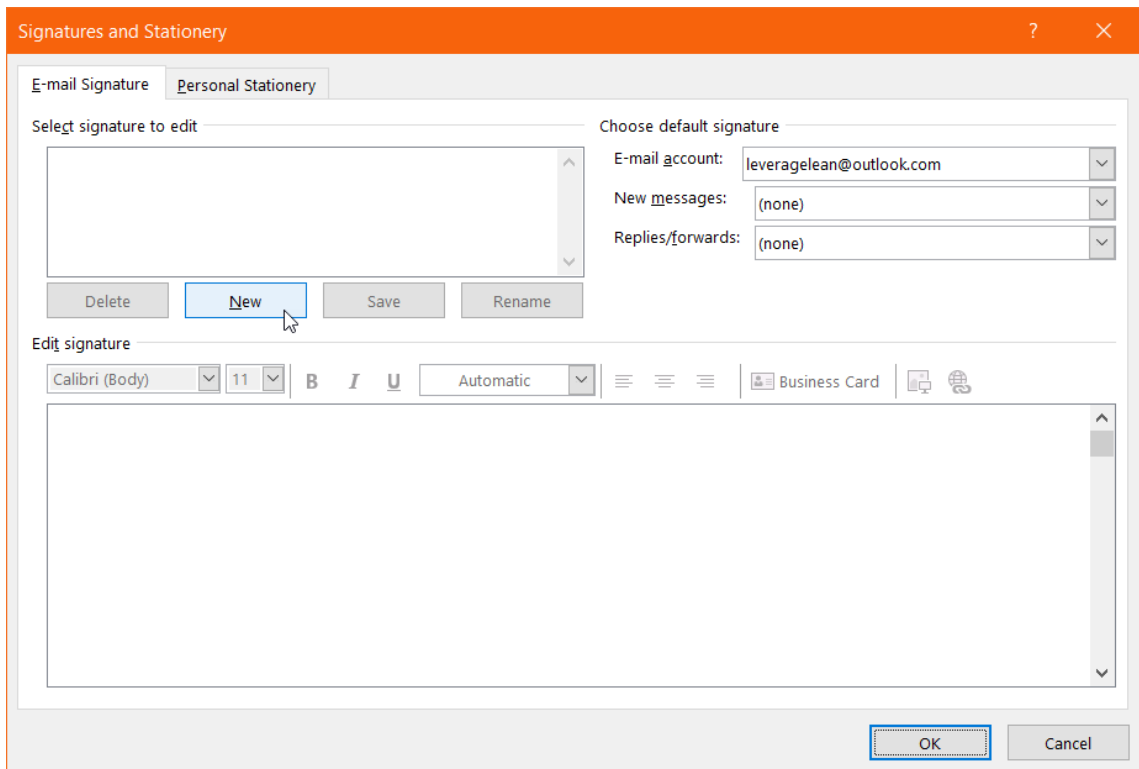
### 2. (On the Message Tab) Navigate to the Signature Button



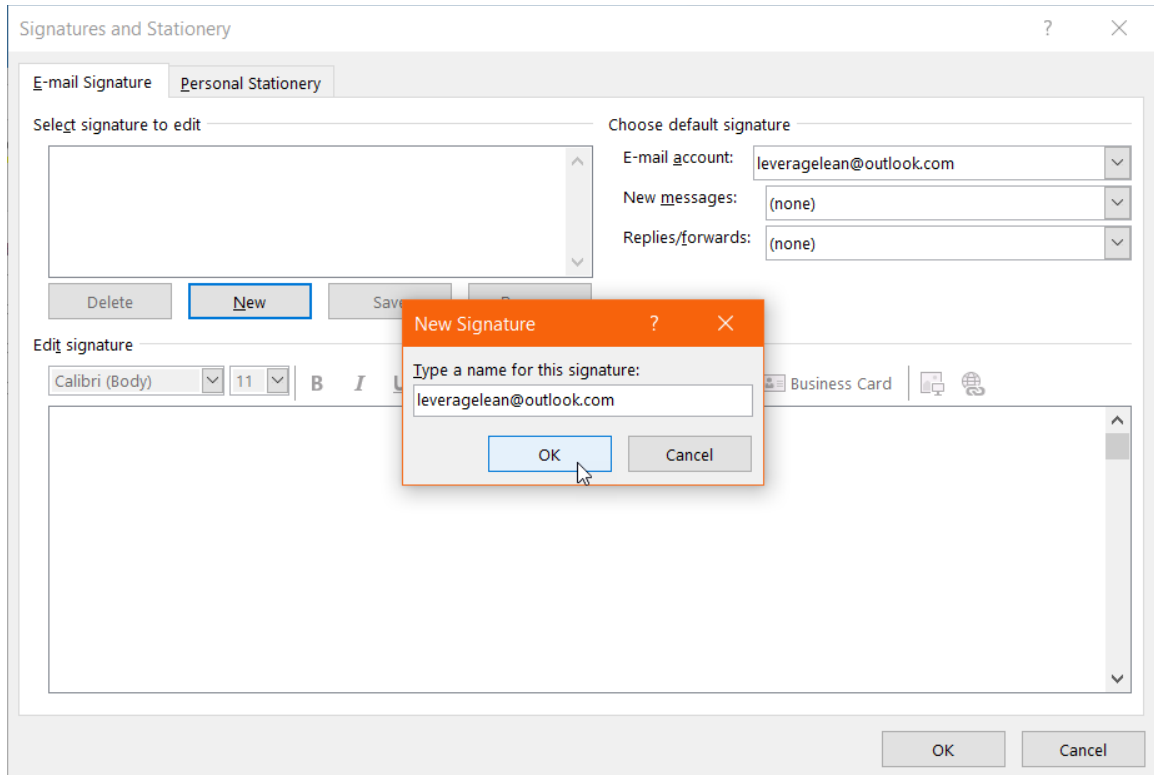
### 3. From the Signature Dropdown select Signatures



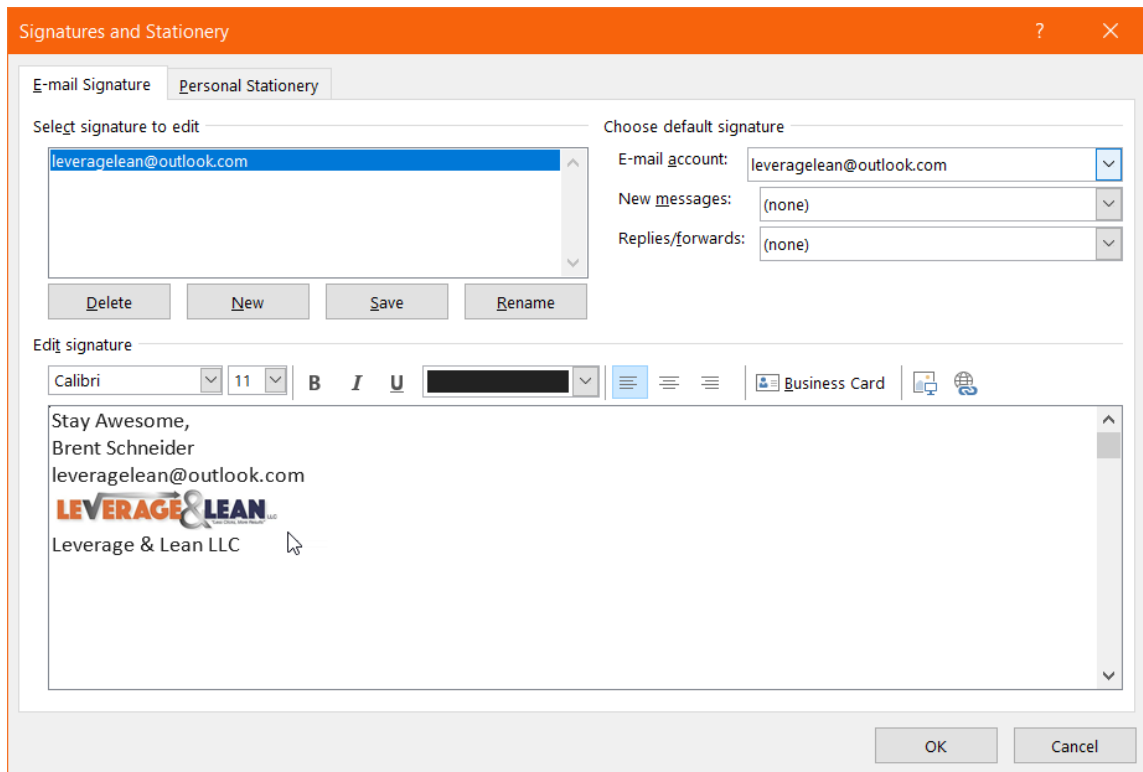
4. Here is where you can create signatures. Click New to create a signature.



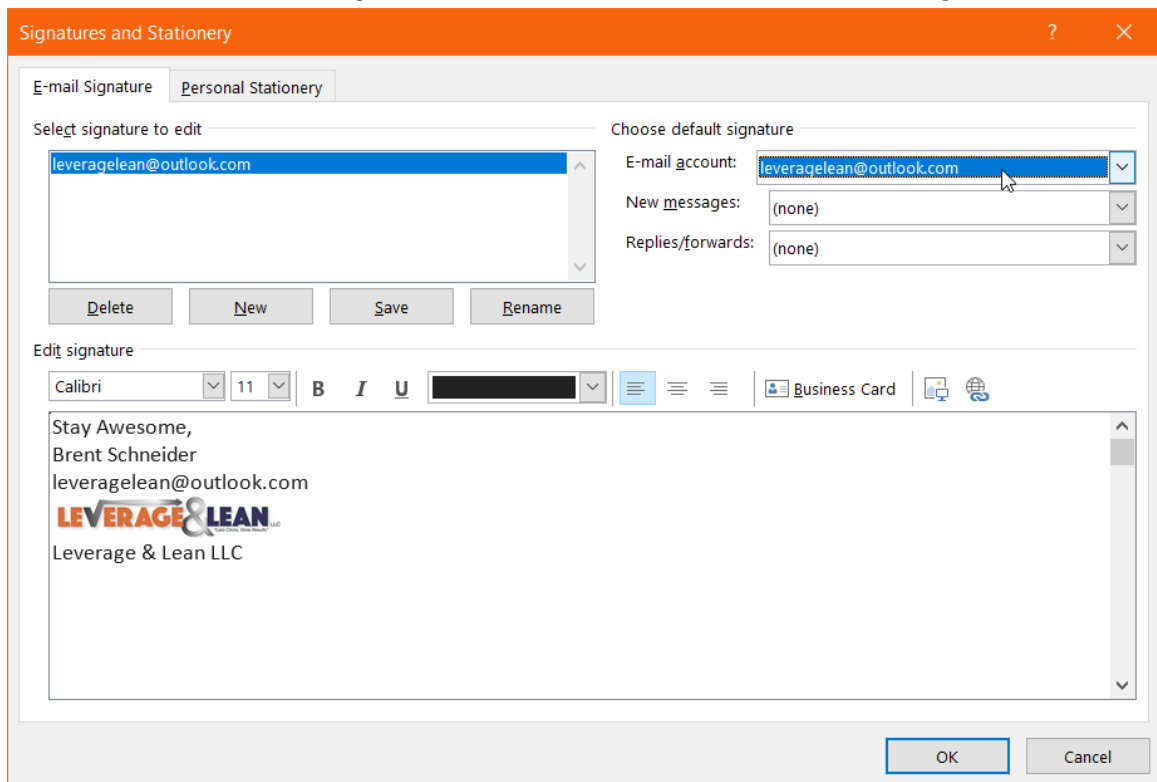
5. A popup will appear asking you to name your email signature. Type in a name and click Ok.



## 6. Populate the Edit Signature box with your signature design



## 7. In the Choose Default Signature section select what E-mail account this signature is for



8. In this section there are two additional dropdowns New Messages & Replies/Forwards. In New Messages select the email signature you want to appear when a new email is created.

Choose default signature

E-mail account: leveragelean@outlook.com

New messages: leveragelean@outlook.com

Replies/forwards: (none)

In Replies/Forward select the email signature you want to appear when an email is replied too or when you forward an email. **Set this to (none) to avoid long email threads.**

Choose default signature

E-mail account: leveragelean@outlook.com

New messages: leveragelean@outlook.com

Replies/forwards: (none)

(none)

leveragelean@outlook.com

9. Click Ok once you have completed the settings for your email signature

Signatures and Stationery

E-mail Signature Personal Stationery

Select signature to edit

leveragelean@outlook.com

Delete New Save Rename

Choose default signature

E-mail account: leveragelean@outlook.com

New messages: leveragelean@outlook.com

Replies/forwards: (none)

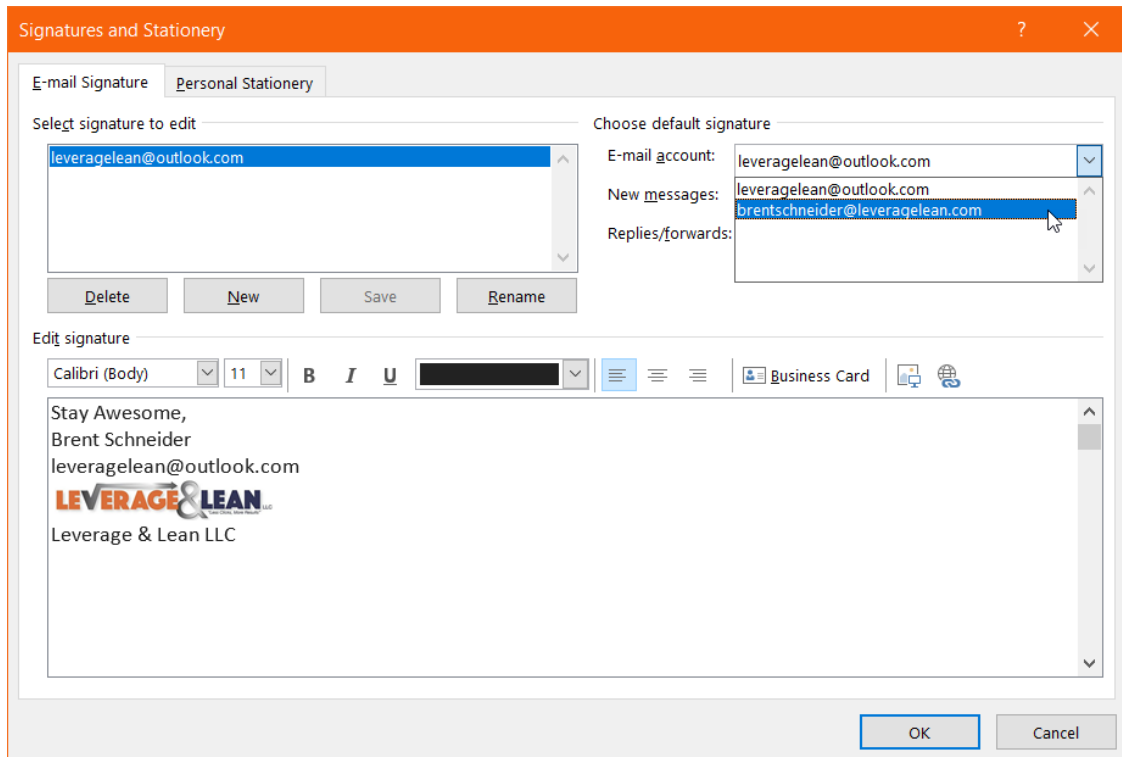
Edit signature

Calibri (Body) 11 B I U Automatic Business Card

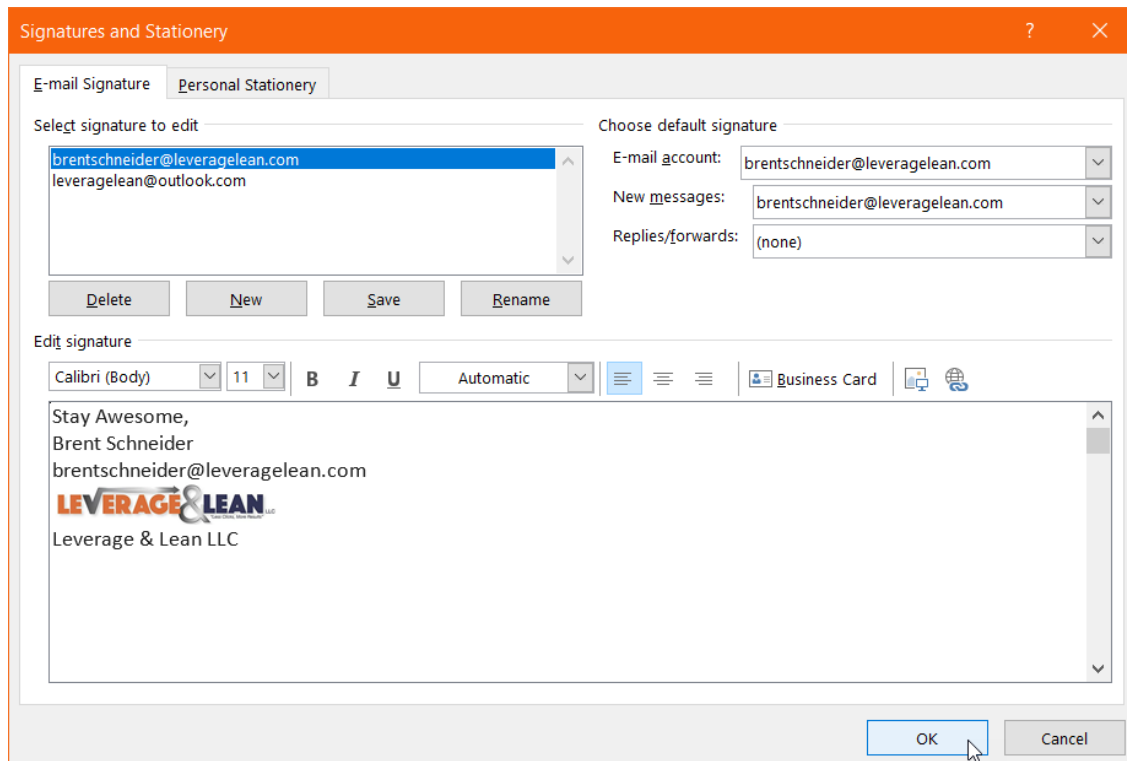
Stay Awesome,  
Brent Schneider  
leveragelean@outlook.com  
**LEVERAGE & LEAN**  
Leverage & Lean LLC

OK Cancel

10. If you work with multiple email accounts use the E-mail Account dropdown to select a different account



11. With a different E-mail Account selected repeat steps 4 though 9 to create a new email signature for this account




12. When sending emails you can easily fill through your email accounts using the From dropdown

 Send	From ▼	brentschneider@leveragelean.com
	To...	
	Cc...	
	Subject	

Stay Awesome,  
Brent Schneider  
brentschneider@leveragelean.com  
  
Leverage & Lean LLC

The email signature will change to the Default signature of that account

 Send	From ▼	leveragelean@outlook.com
	To...	
	Cc...	
	Subject	

Stay Awesome,  
Brent Schneider  
leveragelean@outlook.com  
  
Leverage & Lean LLC