Copy Your Email Signature to Another Computer

Step-by-step guide

1. If you currently have it open, close Microsoft Outlook.
2. Open the folder where signatures are saved.
   a. Because the **Signatures** folder is a hidden folder, the easiest way to open the folder is to navigate to the path directly from the **Start** menu.

Path to Hidden Signatures Folder

`%APPDATA%\Microsoft\Signatures`

On Windows 7
   a. Click **Start**.
   b. Next to the **Shut down** button, in the **Search programs and files** box, type the path above and then press **Enter.**
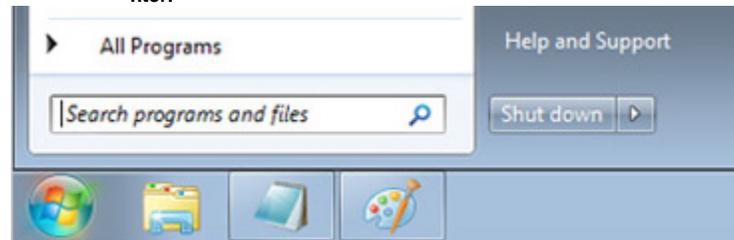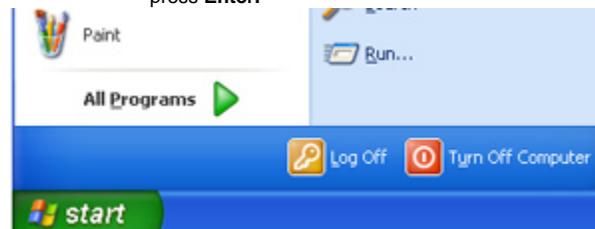

On Windows Vista
   a. Click **Start**.
   b. Next to the **Shut down** button, in the **Search programs and files** box, type the path above and then press **Enter.**

On Windows XP
   i. Click **Start**.
   ii. Click **Run**.
   iii. In the box provided, type the path above and then press **Enter.**

3. Copy the signature files.
   a. There are three files for each email signature — an HTML Document (.htm), Rich Text File (.rtf), and Text Document (.txt).
4. If you currently have it open, close Microsoft Outlook.
5. On the destination computer, open the Signatures folder as directed above (Step 2).
6. Paste the three files copied in Step 3 into this folder.

7. Start Outlook and verify that your signature is available.

To Update Older Signatures

For signatures created in older versions of Outlook, you should update the signature files so that they use revised HTML code that uses cascading style sheets (CSS). This helps prevent potential problems when switching or deleting signatures in a message.

1. Click the **File** tab.
2. Click **Options**.
3. Click **Mail**.
4. Under **Compose messages**, click **Signatures**.
5. In the **Signatures and Stationery** dialog box, in the **Select signature to edit** list, click a signature.
6. Click in the **Edit signature** box, and then click **Save.**

Related articles

Content by label

There is no content with the specified labels