

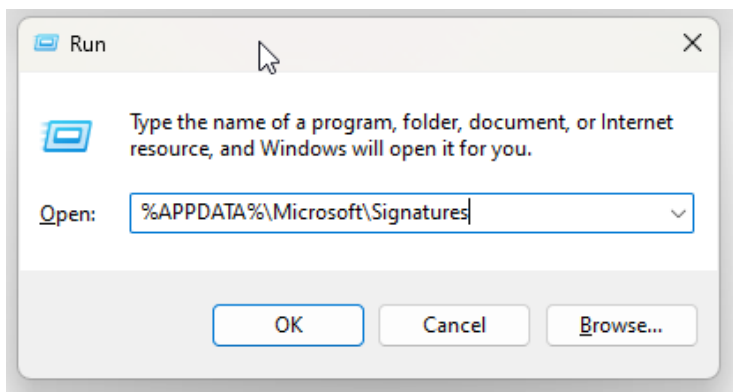
How to Transfer Outlook Signatures to a New Computer (Outlook 2016 / Outlook Classic) - Use these steps to move your email signatures when you receive a replacement computer.

Before You Begin

You will need a USB flash drive or a network folder accessible from both computers.

Part 1 – Copy the Signatures from Your Old Computer

1. Close Outlook.
2. Press the **Windows key and the R key** at the same time. (or Click Start, Run, Open)
3. In the Run box, type: **%APPDATA%\Microsoft\Signatures**

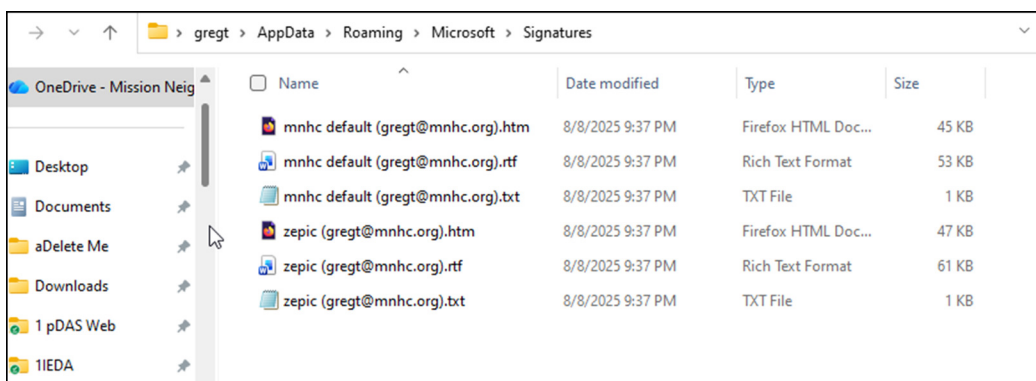


4. Click OK.
5. A folder named "Signatures" will open.

Inside, you'll see files such as:

- My Signature.htm
- My Signature.rtf
- My Signature.txt
- A folder containing images (logos, icons, etc.)

6. Copy the entire Signatures folder to your USB drive or network location.

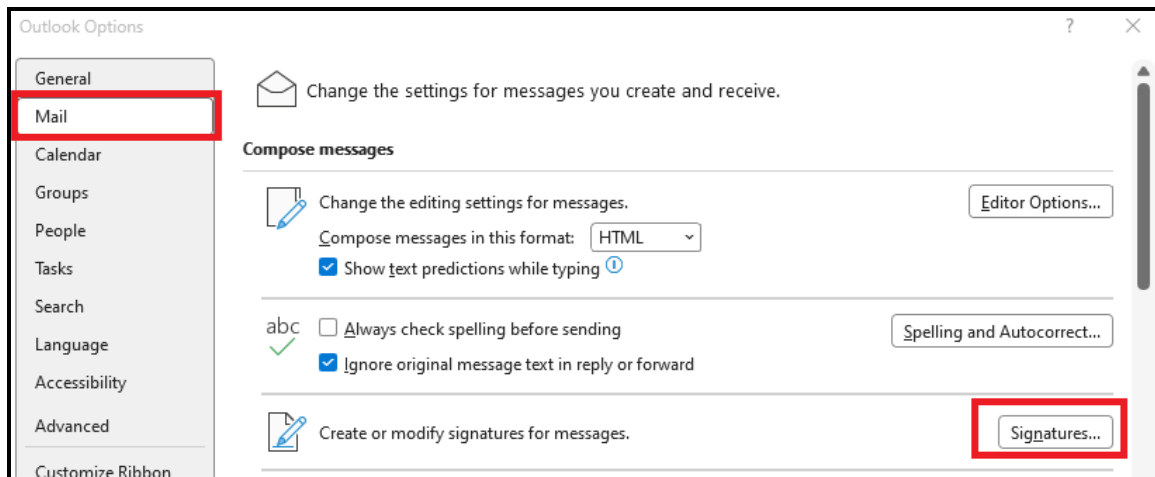


Part 2 – Copy the Signatures to Your New Computer

1. Set up Outlook on the new computer first.
2. Close Outlook if it is open.
3. Press the Windows key and the R key at the same time.
4. In the Run box, type: **%APPDATA%\Microsoft**
5. Click OK.
6. Paste the Signatures folder into this location.
7. If Windows asks whether you want to replace files, choose Replace.

Part 3 – Verify Your Signatures -

1. Open Outlook.
2. Select File > Options > Mail > Signatures.
3. Confirm that your signatures appear in the list.
4. For each email account, choose the correct signature for New Messages and Replies/Forwards.
5. Click OK when finished.



Troubleshooting

If your signatures do not appear, verify that the Signatures folder was copied to the correct location and that Outlook was closed during the copy process.