

How to add an email signature in Outlook

Group Communications

Step 1: Download the signature template on the Brand Center

Email signature

The email signature is an important touchpoint for establishing a consistent and clear brand identity in our communications with both internal and external stakeholders.

Everyone is requested to update the email signature to the latest version (without the trademark symbol) promptly.

You are advised to use the provided email signature.

Last updated: September 2025

Name Surname
Job Title
T(000) 123 456 789
M(000) 123 456 789
1234, Address, City, Country, 12345
dsm-firmenich.com

dsm-firmenich ●●●

We bring progress to life

Name Surname
Job Title
T(000) 123 456 789
M(000) 123 456 789
1234, Address, City, Country, 12345
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Email signature ↓

Signature guide ↓

Step 2: Open the template you'd like to use



Email signature
150x600px
2025-B12



Email signature
150x600px
2025-B11



Email signature
150x600px
2025-B10



Email signature
150x600px
2025-B09



Email signature
150x600px
2025-B08



Email signature
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2025-B07



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2025-B06



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2023-02



Email signature
150x600px
2023-01



Email signature
150x600px
2025-12



Email signature
150x600px
2025-11



Email signature
150x600px
2025-10



Email signature
150x600px
2025-09



Email signature
150x600px
2025-08



Email signature
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2025-07



Email signature
150x600px
2025-06



Email signature
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2025-05



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2025-04



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2025-03



Email signature
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2025-02



Email signature
150x600px
2025-01

File Message Insert Options Format Text Review Help Acrobat Table Design Tabl

Paste Basic Names Include NXPowerLite Attach File via Link Copilot Loop Components

Clipboard NXPowerLite Adobe Acro... Collaborate

Send To Cc

Subject confidential

Name Surname
Job Title

T(100) 123 456 789
M (100) 123 456 789
1234, Address, City, Country, 12345
dsm-firmenich.com

dsm-firmenich

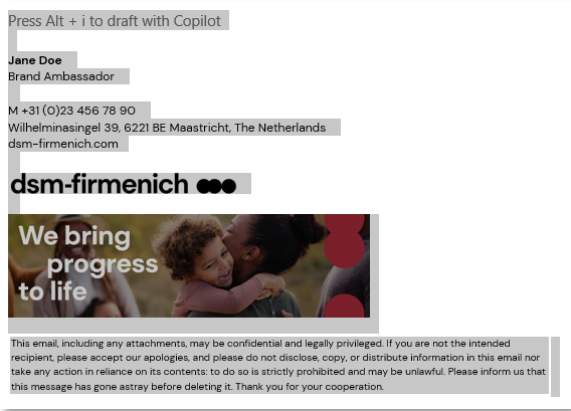
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This email, including any attachments, may be confidential and legally privileged. If you are not the intended recipient, please accept our apologies, and please do not disclose, copy, or distribute information in this email nor take any action in reliance on its contents: to do so is strictly prohibited and may be unlawful. Please inform us that this message has gone astray before deleting it. Thank you for your cooperation.

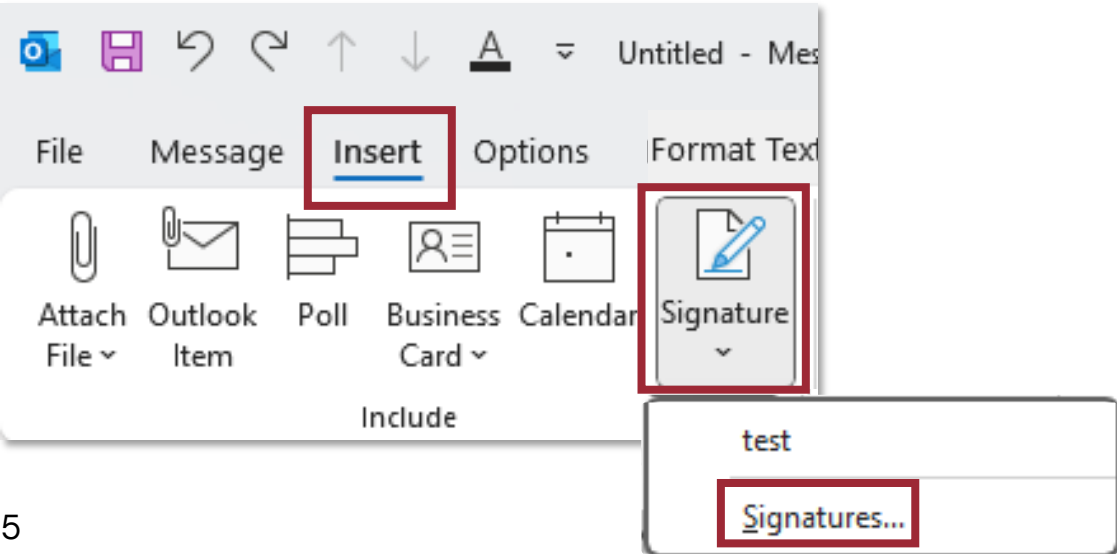
Step 3: Update your contact information

Step 4: Copy the updated signature content and add it as your default signature

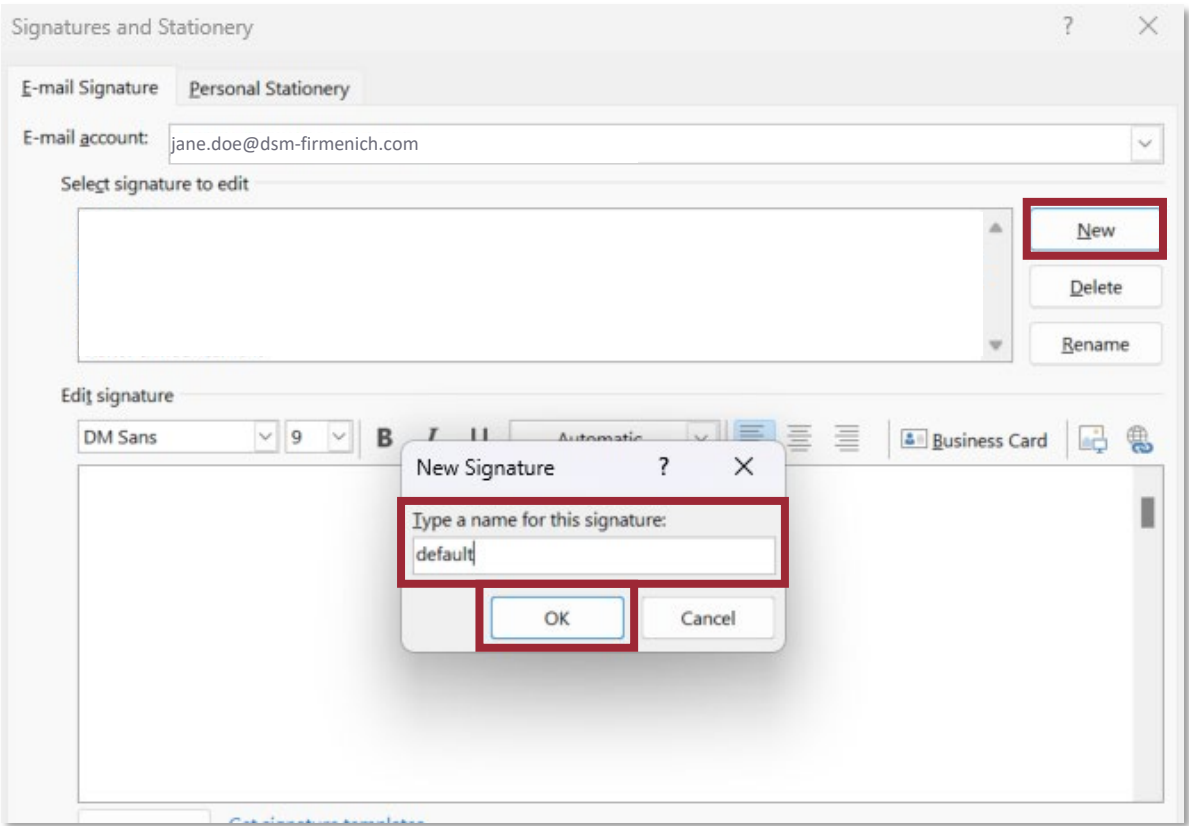
a. Copy (ctrl + c) all the content



b. Click **Insert** → **Signature** → **Signatures...**



c. Click **new** and type a name for your new signature. Click **OK**



d. Paste (ctrl + v) the copied signature in the box

Signatures and Stationery

E-mail Signature Personal Stationery

E-mail account: jane.doe@dsm-firmenich.com

Select signature to edit

default

New Delete Rename

Edit signature

DM Sans 9 B I U Automatic Business Card

Jane Doe
Brand Ambassador

M +31 (0)23 456 78 90
Wilhelminasingel 39, 6221 BE Maastricht, The Netherlands
dsm-firmenich.com

dsm-firmenich

Save Get signature templates

Choose default signature

New messages: default

Replies/forwards: default

OK Cancel

e. Select the signature you just created <default> for 'New messages' to apply it when composing a new email.

If you also want the signature to appear in email replies, select it next to 'Replies/forwards'

Click OK