ATOM Signatures

GUIDE · SIGNATURE EDITOR

Your email signature, step by step.

From choosing a template to saving, every screen of the editor explained in plain language, with screenshots, so you can manage your organization's signature yourself.

ATOM SIGNATURES CONSOLE

UPDATED OCTOBER 19, 2026

ATOMSIGNATURES.CA

CONTENTS

Creating and editing a signature in the ATOM editor, step by step

Twelve steps, in the order you will do them. Each fits on a page or two, with a screenshot of the real screen.

01	Create a new signature	02	Tour the editor
03	Choose a template	04	Set your brand (logo, colors, links)
05	Add elements	06	Insert dynamic fields (name, title, phone...)
07	Format text and add links	08	Edit, move or delete an element
09	Preview the signature	10	Choose the signature for replies and forwards
11	Choose who receives the signature	12	Save and deploy

IN SHORT

In the console, click **New signature**, pick a template in the **Templates** tab, set your logo, colors and links once in the **Brand** section, then add blocks and dynamic fields (name, title, phone...). Check the result with **Preview**, choose who receives the signature with **Manage assignment**, and click **Create**. Employees get it automatically in Outlook, with nothing to install or configure themselves.

BEFORE YOU START

Before you start

This guide walks you through creating an email signature in the ATOM Signatures console editor, one screen at a time: choosing a template, adding your logo and links, inserting each employee's name and job title, checking the result, then saving the signature so it reaches Outlook automatically. No technical knowledge is needed: everything is done with the mouse, as in a word processor.

- **Access to the console.** Your organization's Microsoft 365 administrators always have access. An administrator can also give access to someone else (for example, the communications team) from **Administration › Console access**, with the **Editor** role: that person can create and edit signatures without access to billing.
- **A computer.** The editor works in a recent browser (Edge, Chrome, Firefox or Safari). On a wide screen it shows three columns; on a narrower screen, the left and right columns open with the **Insert** and **Properties** buttons.
- **The Outlook add-in deployed.** It is what inserts the signature into your employees' emails. If it is not installed yet, first follow the Outlook add-in deployment guide: you can prepare your signatures in the meantime.
- **Your logo** as a PNG or JPG (Outlook does not display SVG) and the addresses of your pages (website, LinkedIn, Facebook...).

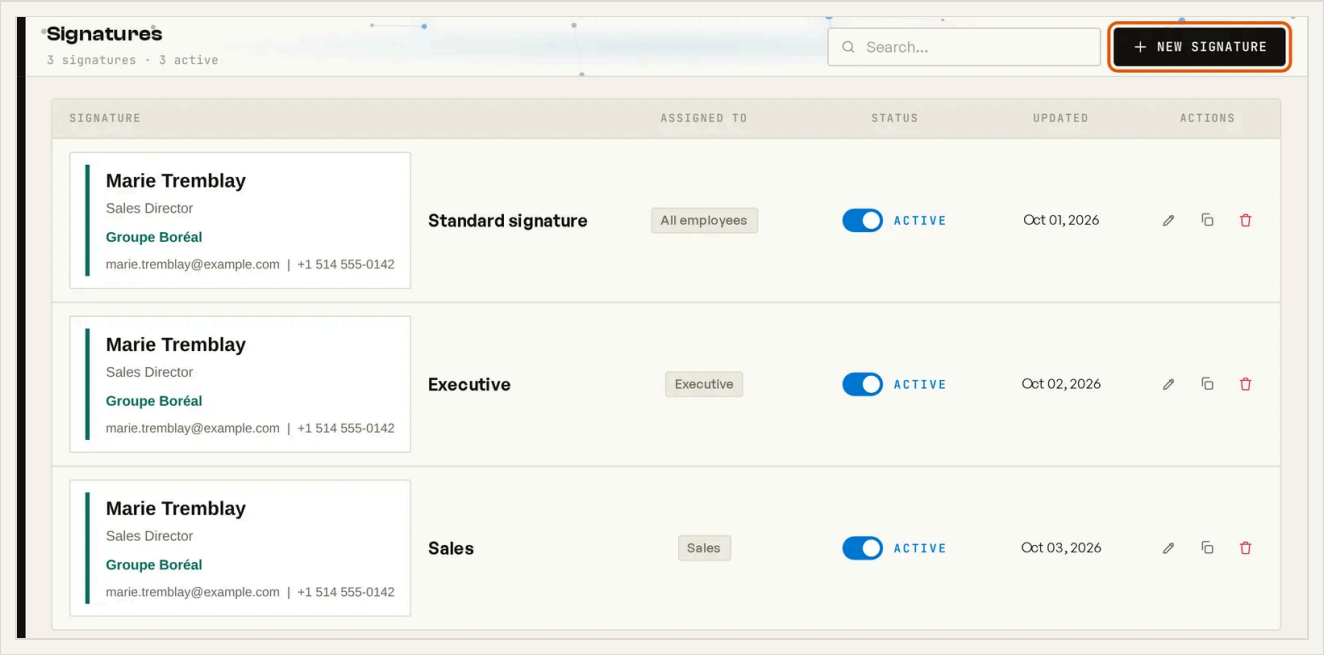
STEP 01

01

Create a new signature

Sign in to the console with your Microsoft 365 work account. You land on your list of signatures: each row shows a thumbnail of the signature, its name, the people or groups who receive it (**Assigned to**) and its status.

1. Click the **New signature** button, top right.
2. The editor opens full screen, with a first template already in place so you never start from a blank page.



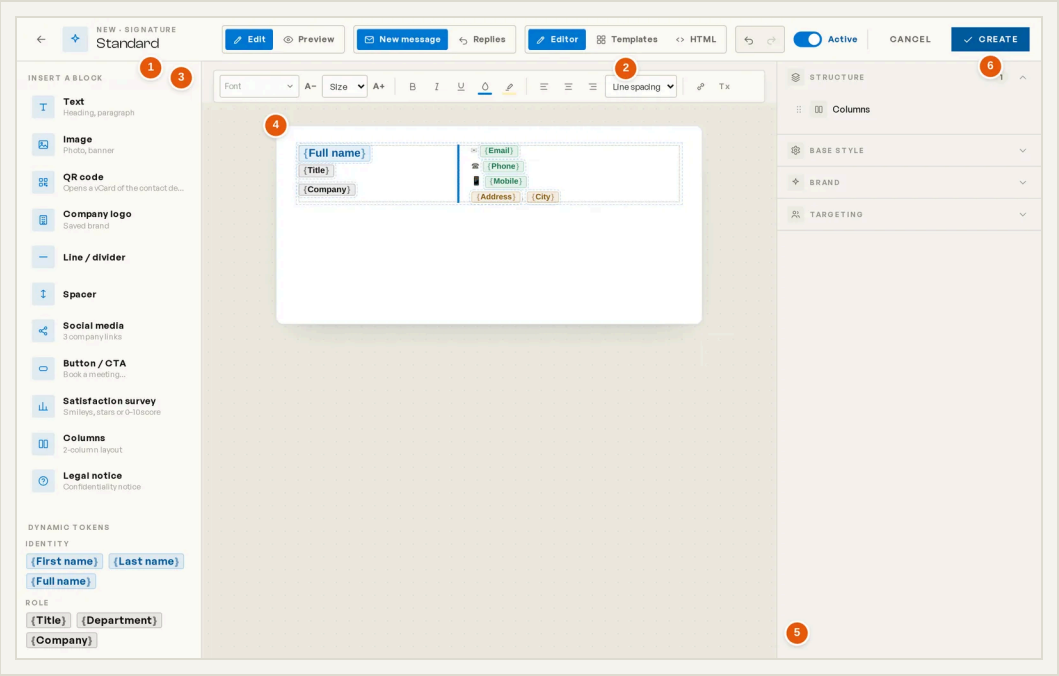
The signature list. The “New signature” button (outlined) opens the editor.

STEP 02

02

Tour the editor

The editor screen is divided into a few areas, numbered on the screenshot below:



The areas of the editor. The numbers match the list below.

1. **The signature name.** Click the field at the top left and give it a meaningful name, such as “Standard”, “Executive” or “Sales”. Only administrators see it; it is required.
2. **The Editor, Templates and HTML tabs.** *Editor* is your workspace; *Templates* opens the template library; *HTML* is for people who want to paste their own code. Right next to them, **New message | Replies** sets the version used for replies (step 10), and **Edit | Preview** shows the final rendering (step 9).
3. **The left column**, “Insert a block”: the elements you can add (text, image, logo, social media…) and, further down, the **dynamic tokens** (name, title, phone…).
4. **The editing area**, in the center: your signature, which you edit directly. Above it, the formatting bar (font, size, bold, color, alignment, link).
5. **The right panel**, in sections that open with a click: *Structure* (the list of elements), the properties of the selected element, *Base style*, *Brand* and *Targeting*.
6. **The Create button** (or **Save** for an existing signature). Nothing reaches employees until you click it. To its left are the **Active** switch and the **Undo / Redo** arrows (shortcuts Ctrl+Z and Ctrl+Shift+Z).

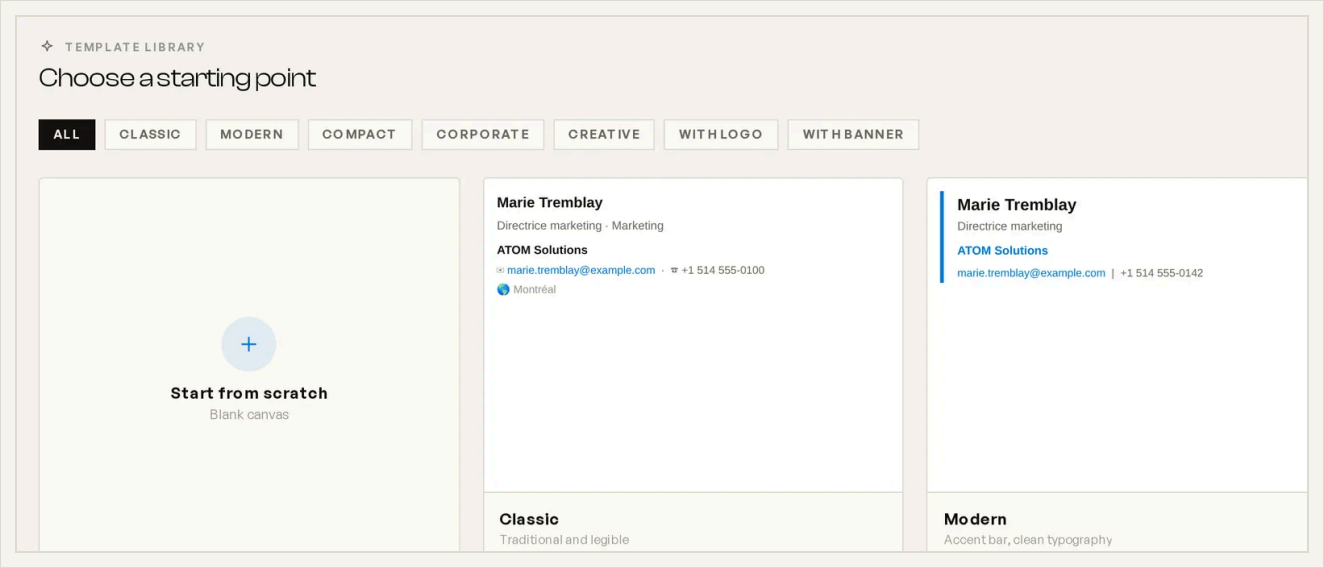
STEP 03

03

Choose a template

A template is a starting point: a ready-made layout that you then adapt to your brand.

1. Click the **Templates** tab at the top of the screen.
2. If you like, filter by style with the **Classic**, **Modern**, **Compact**, **Corporate**, **Creative**, **With logo** or **With banner** buttons.
3. Click the thumbnail of the template you like. It is applied immediately and you return to the **Editor** tab.



The template library. Each thumbnail shows the template's actual rendering.

The library holds fourteen templates, including a one-line “Compact” version, two-column layouts, and versions with a logo, a colored band, a booking button or a legal notice. The **Start from scratch** card gives a blank page, and **Import HTML** lets you paste an existing signature.

> **Watch out:** applying a template replaces the entire content of the current signature. If you change your mind, click the **Undo** arrow (or Ctrl+Z) to go back to the previous version.

STEP 04

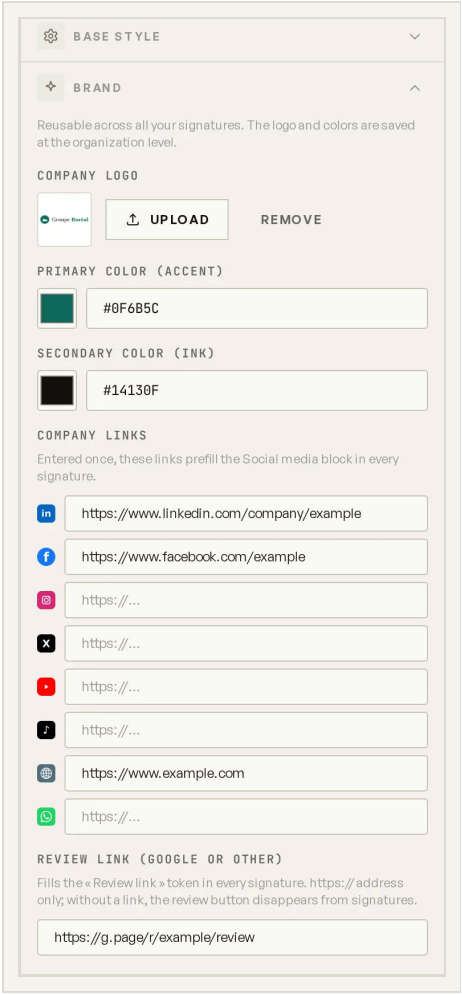
04

Set your brand (logo, colors, links)

The **Brand** section of the right panel holds the elements shared by your whole organization. You enter them **only once**: they then serve all your signatures, current and future. They are saved automatically, with no button to click.

1. In the right panel, click **Brand** to open the section.
2. **Company logo**: click **Upload** and choose your logo file (PNG, JPG, GIF or WebP).
3. **Primary color (accent)** and **Secondary color (ink)**: click the color swatch, or type your color code (for example `#0F6B5C`).
4. **Company links**: paste the full address of each page (LinkedIn, Facebook, Instagram, X, YouTube, TikTok, website, WhatsApp). Leave empty the networks you don't use.
5. **Review link (Google or other)**: optional. Paste the address where your customers can leave a review (it must start with `https://`).

These settings are shared: if you change the logo here, it changes for the whole organization. Company links prefill the “Social media” block; the review link feeds the “Leave a review” button.



The “Brand” section: logo, colors and links, shared by all your signatures.

STEP 05

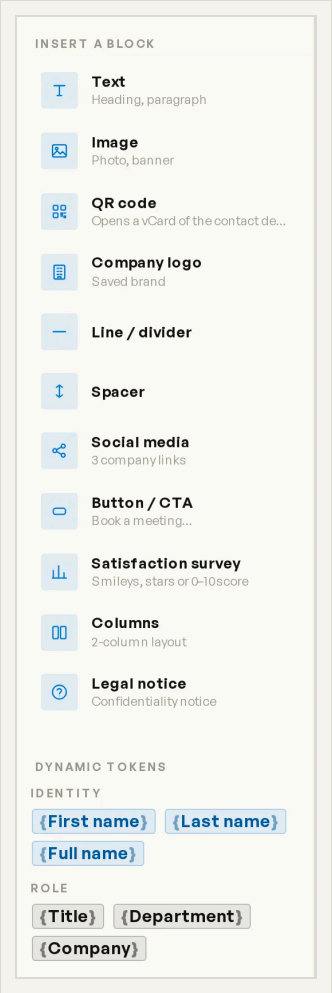
05

Add elements

A signature is made of elements (called “blocks”) stacked one under another. To add one:

1. Click in the signature where you want to add the element.
2. In the left column, under **Insert a block**, click the element you want.

ELEMENT	WHAT IT IS FOR
Text	A heading or a free paragraph (tagline, office address, opening hours...).
Image	A photo or a banner. Accepted formats: PNG, JPG, GIF, WebP. SVG is rejected because Outlook does not display it.
Company logo	Inserts the logo saved in the Brand section directly (or offers to upload it).
Social media	A row of clickable icons, prefilled with the links from the Brand section. An icon without a link is removed from the sent email.
Button / CTA	An action button, for example “Book a meeting” pointing to your booking page.
Line / divider	A horizontal or vertical line to separate two parts.
Spacer	Adjustable empty space to give the signature room to breathe.
Columns	A two-column layout (for example, the logo on the left and the contact details on the right).
Legal notice	A confidentiality notice in small print, which you can edit.
QR code	A QR code that opens the employee's contact card (vCard), with the contact details shown in the signature.



The elements you can add to a signature.

ELEMENT	WHAT IT IS FOR
Satisfaction survey	Smileys, stars or a 0–10 score your customers click. The survey is first created in the console's **Satisfaction** section.

STEP 06

06

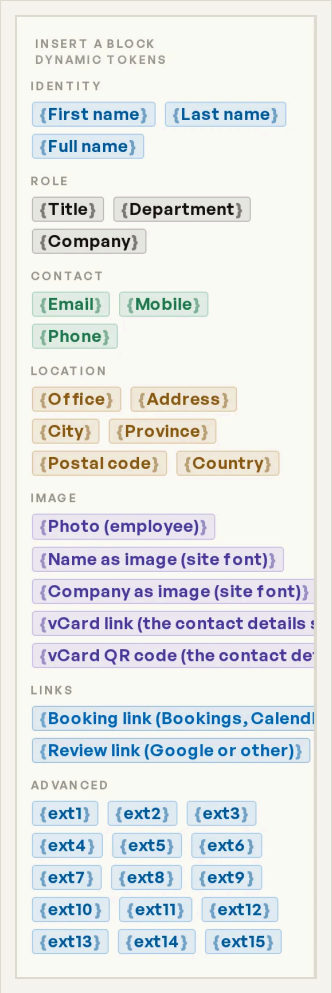
Insert dynamic fields (name, title, phone...)

This is what lets you have **one signature for the whole team**: instead of typing “Marie Tremblay”, you insert the **{Full name}** field. When each employee writes an email, the field is replaced with their own name, taken from their Microsoft 365 profile. The same goes for the job title, phone, department or address.

1. Click in a text of the signature, exactly where the field should appear.
2. In the left column, scroll down to **Dynamic tokens**.
3. Click the field you want, for example **{Title}**. It appears in the signature as a colored label.

- **Identity**: first name, last name, full name.
- **Role**: title, department, company.
- **Contact**: email, mobile, phone.
- **Location**: office, address, city, province, postal code, country.
- **Image**: the employee's photo (if your organization has turned this option on), the link and QR code of the contact card, and the name or company displayed as an image.
- **Links**: the employee's booking link (Bookings, Calendly...) and the company review link. One click adds a ready-made “Book a meeting” or “Leave a review” button.
- **Advanced**: custom fields from your directory (ext1 to ext15), to use only if your IT team tells you to.

> **Good to know:** if a piece of information is empty for an employee (for example, no mobile number), it simply does not appear in their signature, with no gap and no “undefined”. A booking or review button without a link disappears too. If a piece of information is wrong, it is corrected in the employee's Microsoft 365 profile (Microsoft 365 admin center), not in the editor; employees can also adjust their own details from the add-in's “My signature” pane in Outlook.



Dynamic fields, grouped by category.

STEP 07

07

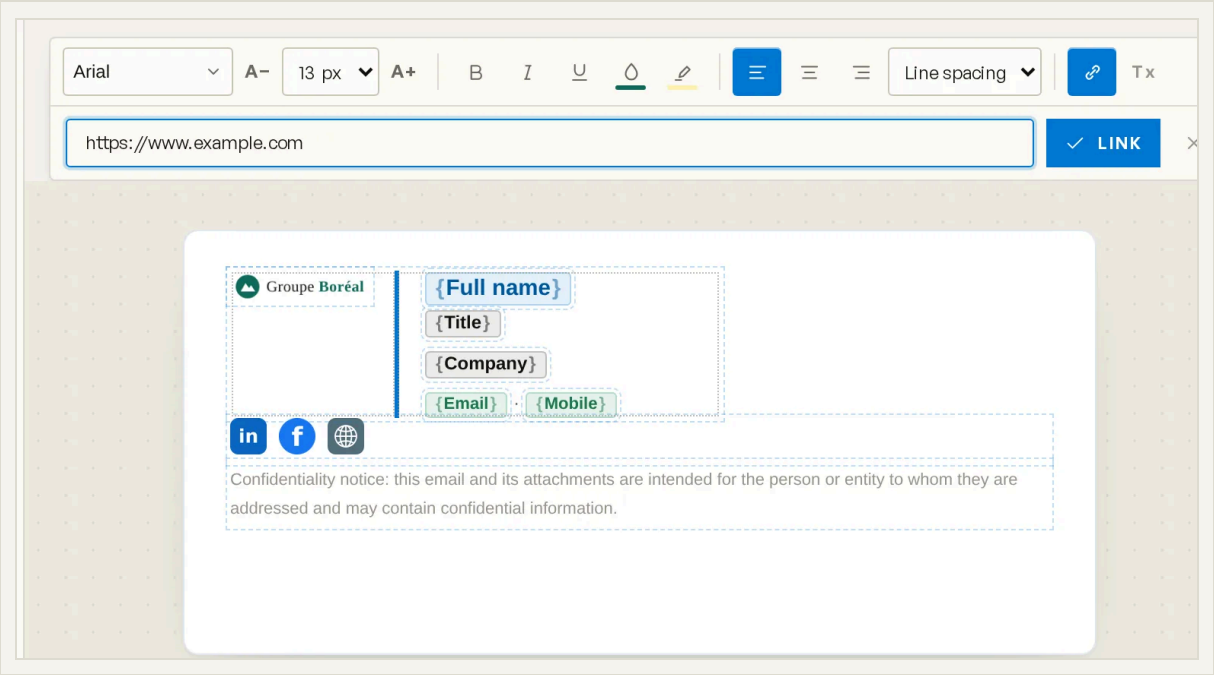
Format text and add links

Text is edited as in a word processor: click in it and type. To change how it looks:

1. Select the text (drag the mouse over it, or double-click a word).
2. Use the bar above the signature: font, size (or the **A−** / **A+** buttons), bold, italic, underline, text color, highlight, alignment, line spacing. The **Tx** button clears the formatting.

To add a link (to your website, a booking page or an email address):

1. Select the text that will become clickable.
2. Click the chain icon, **Insert a link**.
3. Type or paste the full address, for example `https://www.yoursite.com` (or `mailto:info@yoursite.com` for an email address).
4. Click **Link** or press Enter.



Adding a link: select the text, click the chain icon, paste the address, then "Link".

To change an existing link, click it: a small window lets you change the address, color or size, or turn it into plain text. Tip: for a phone number or an email address, keep the link clickable and give it the color you want, because Outlook on mobile may otherwise recolor it.

To change the font, size or color of *all* the text at once, open the **Base style** section of the right panel instead.

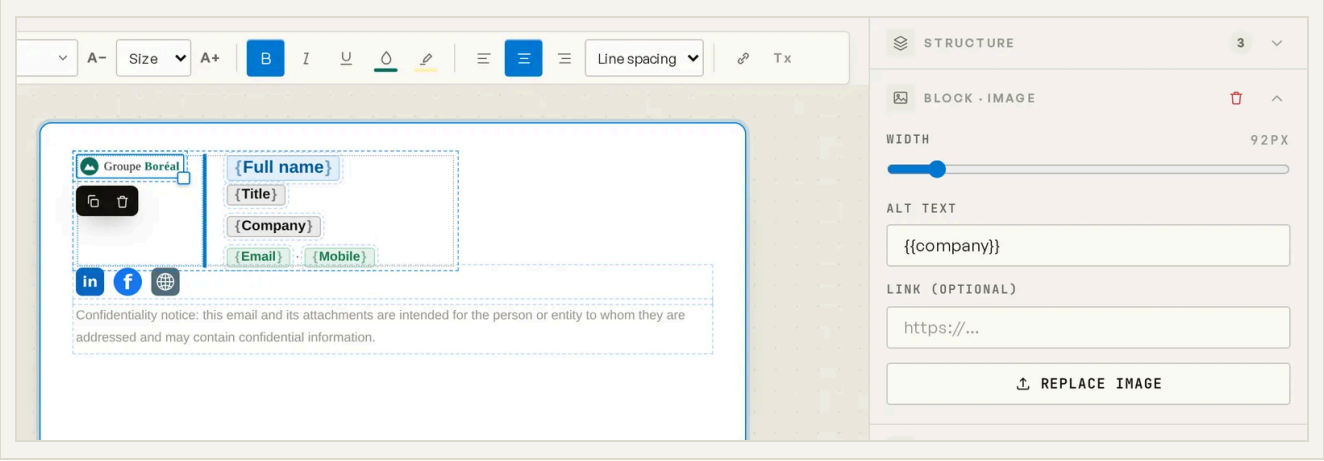
STEP 08

08

Edit, move or delete an element

To edit an element, click it in the signature. A frame appears around it, and its settings show in the right panel under **Block · …** (for example, *Block · Image*):

- **Image or logo**: width, alt text (read by screen readers and shown when images are blocked), optional link, **Replace image** button. You can also enlarge the image by dragging the small handle at its bottom-right corner.
- **Social media**: add or remove a network, change the icon style (square, round, color, monochrome), their size and spacing.
- **Button**: text, link, colors, rounded corners.
- **Text**: alignment, inner padding, background color, divider rules.



A selected element: its settings show on the right, under “Block · Image”.

To duplicate or delete the selected element, use the small black toolbar that appears right next to it (*Duplicate* and *Delete* icons), or the red trash can in the right panel.

To change the order of elements, open the **Structure** section of the right panel: it lists every element from top to bottom. Grab an element by its handle (the six small dots on the left) and drag it to its new place.



The “Structure” section: drag an element by its handle to move it.

Made a mistake? The **Undo** arrow at the top of the screen (Ctrl+Z) goes back, as many times as you need.

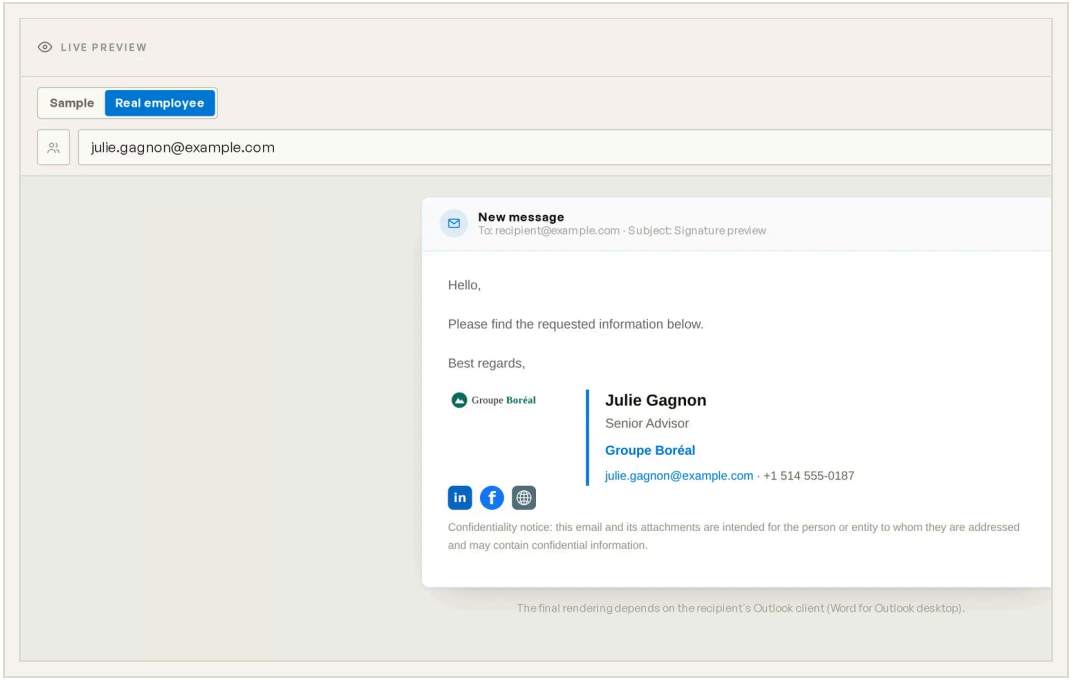
STEP 09

09

Preview the signature

In the editor, dynamic fields show as labels. To see the signature as your recipients will receive it:

1. Click **Preview** at the top of the screen (next to **Edit**).
2. The signature appears at the bottom of a sample email, filled in with example data (Marie Tremblay).
3. To see it with a colleague's real information, click **Real employee**, type their work email address, then click **Test**.
4. The buttons at the top right show the rendering in **light** or **dark** mode, and on **desktop** or **mobile**.
5. Click **Edit** to go back to the editor.



The “Real employee” preview: the signature filled in with a colleague's Microsoft 365 data.

The preview also warns you about common issues: colors that may not stand out in dark mode, or social media icons hidden because their link is missing. The exact rendering can vary slightly depending on the recipient's email software.

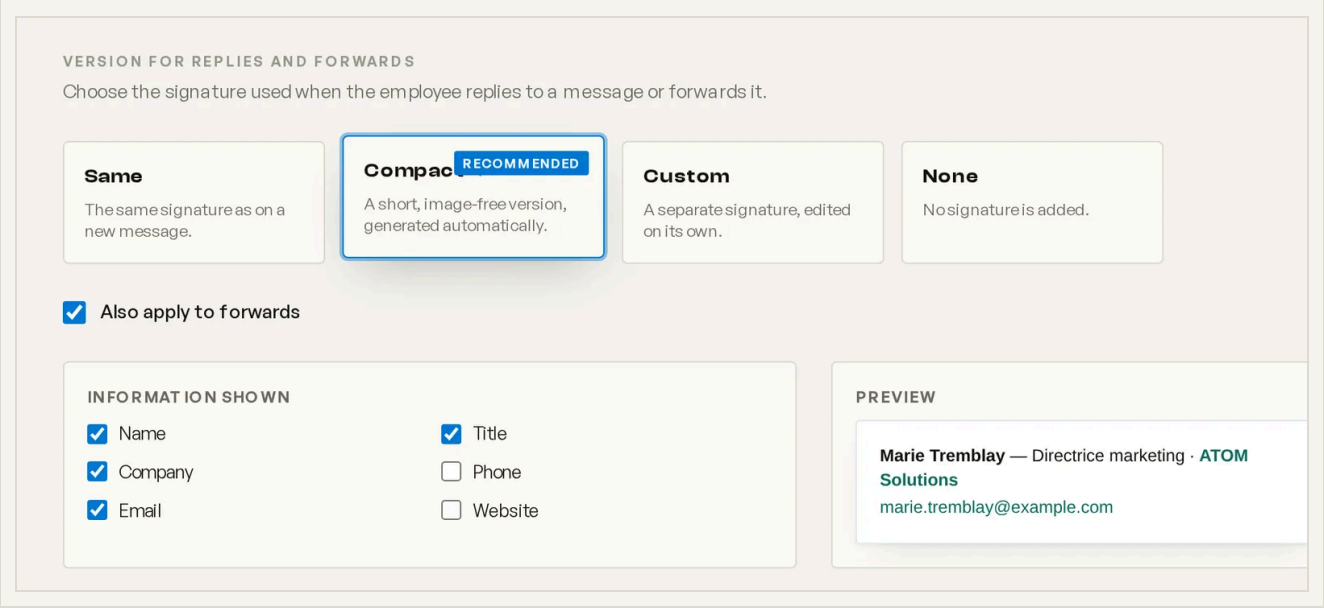
STEP 10

10

Choose the signature for replies and forwards

Many organizations prefer a shorter signature when replying to an email. To set it:

1. At the top of the screen, click **Replies** (next to **New message**).
2. Choose one of the four options:
   - **Same**: the same signature as on a new message.
   - **Compact** (recommended): a short, image-free version, generated automatically. Tick the information to show: name, title, company, phone, email, website.
   - **Custom**: a separate signature, edited on its own.
   - **None**: no signature on replies.
3. Leave **Also apply to forwards** ticked to use the same choice when an employee forwards an email.
4. Click **New message** to return to the main signature.



The reply version: here, the “Compact” version with its preview.

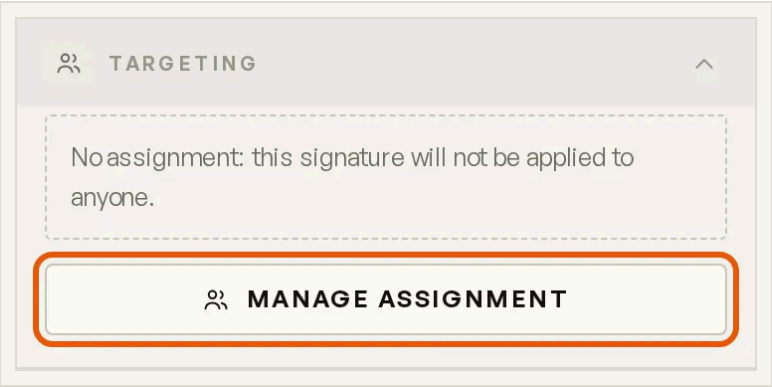
STEP 11

11

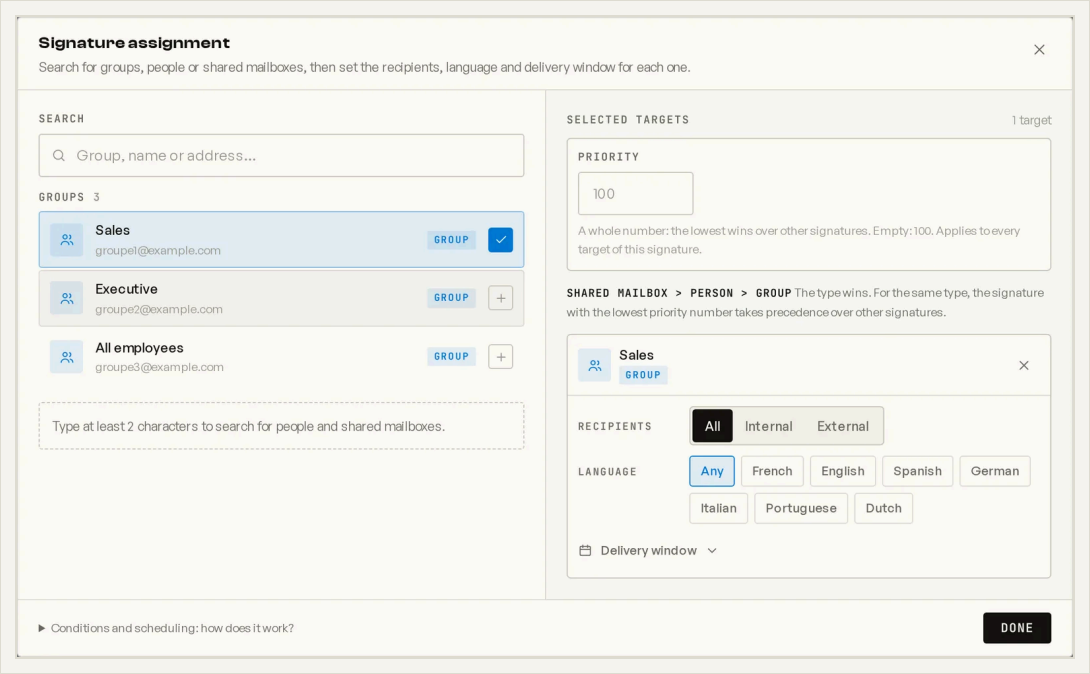
Choose who receives the signature

A signature is applied to no one until you “assign” it. You can give it to a Microsoft 365 group (for example “Sales” or “All employees”), to a specific person or to a shared mailbox (for example “info@”).

1. In the right panel, open the **Targeting** section, then click **Manage assignment**.
2. In the window that opens, look for a group, a person or a shared mailbox in the **Search** field (type at least two letters for people and shared mailboxes).
3. Click the result you want: it moves to the **Selected targets** column on the right. Click it again to remove it.
4. For each target, you can optionally set:
   - **Recipients**: *All*, *Internal* (only when every recipient is in your organization) or *External*. This allows, for example, a plainer signature between colleagues.
   - **Language**: based on the language the employee chose in Microsoft 365, to have a French signature and an English one.
   - **Delivery window**: start and end dates, for a seasonal signature or an event.
5. Click **Done**.



The “Targeting” section: the “Manage assignment” button opens the selection window.



The assignment window: here, the signature is given to the “Sales” group.

If a person is covered by several signatures, the rule is simple: a signature given to a shared mailbox wins over one given to a person, which wins over one given to a group. Between two signatures of the same type, the **Priority** field decides: the lowest number wins (100 if the field is empty).

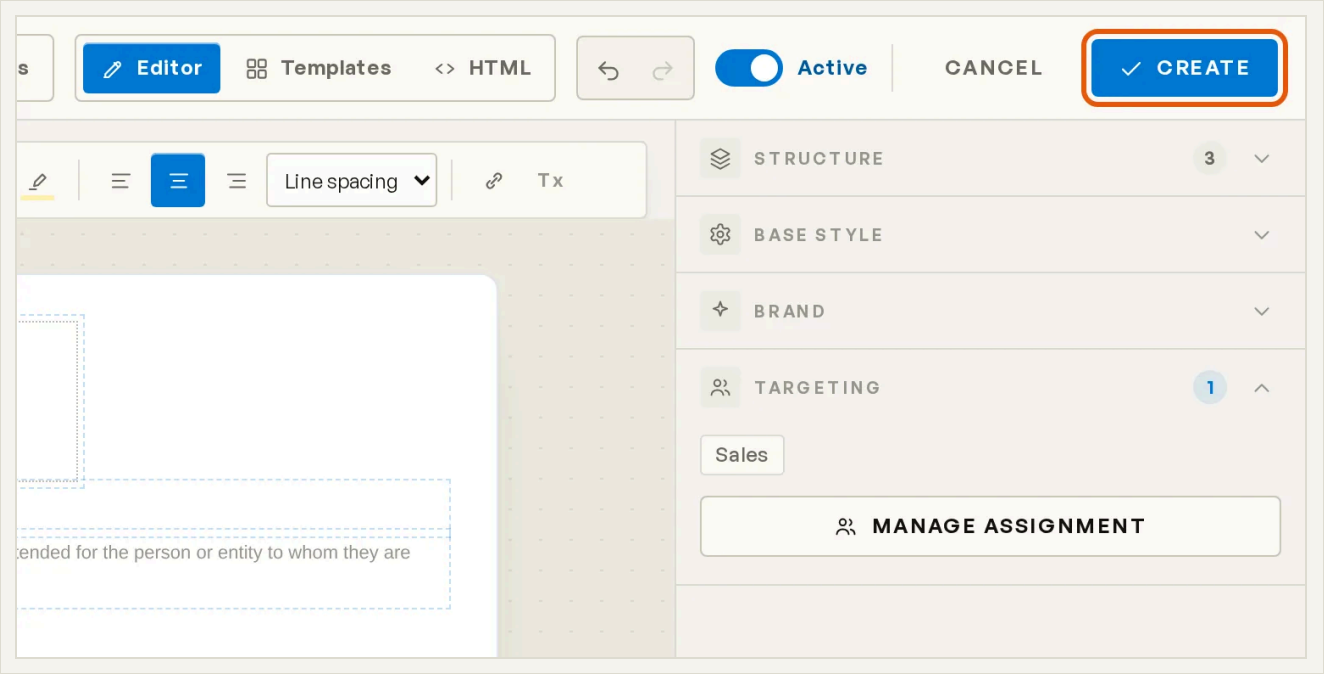
> **Important:** the **Done** button closes the window but saves nothing. Your choice is only saved when you click **Create** or **Save** (next step).

STEP 12

12

Save and deploy

1. Check that the **Active** switch is on (blue). An inactive signature is kept, but sent to no one.
2. Click **Create** (or **Save** if you are editing an existing signature). The “Signature created” message confirms it was saved.



The “Create” button saves the signature and its targeting.

That's it: there is nothing to do on employees' computers. The Outlook add-in automatically inserts the right signature into their next emails, on Outlook for Windows, Mac, the web and mobile.

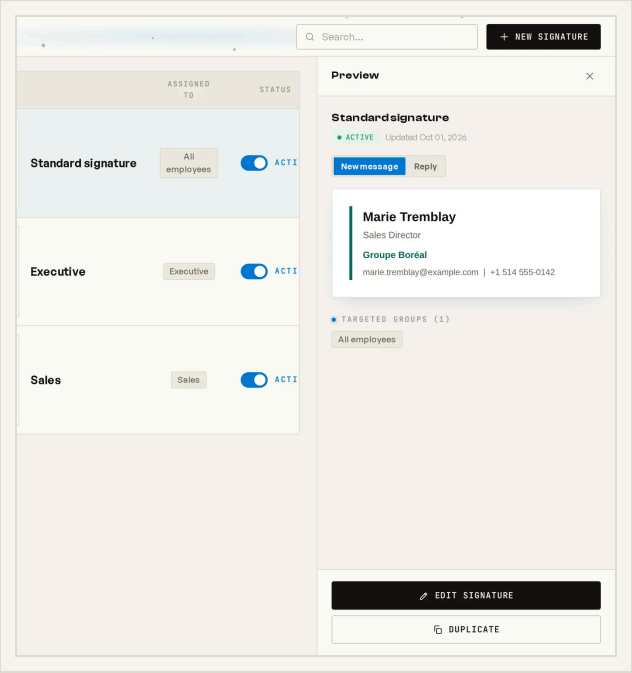
Saving is refused, with a clear message, if the signature has no name or is empty. If you close the editor by mistake before saving, a draft is kept on your computer: when you reopen it, click **Resume**.

DAY TO DAY

Edit, duplicate or disable a signature

From the signature list:

- **View a signature**: click its row. A panel opens on the right with its rendering (new message and reply) and the groups that receive it.
- **Edit it**: click the pencil icon on the row, or **Edit signature** in the panel. After your changes, click **Save**.
- **Duplicate it**: the copy icon creates a disabled, untargeted copy, perfect for a variant (for example, an English version) without touching the original.
- **Disable it**: the switch in the **Status** column turns it off or back on immediately, without deleting it.
- **Delete it**: the red trash icon, after confirmation. This cannot be undone.



The preview panel, opened by clicking a row in the list.

A change in the **Brand** section (logo, colors, links) applies to every signature that uses those elements, without reopening them one by one.

CHECKLIST

Printable summary

- [ ] 01 In the console, click New signature and give the signature a name.
- [ ] 02 Open the Templates tab and click the template of your choice.
- [ ] 03 In the Brand section of the right panel, upload your logo, choose your colors and paste your company links.
- [ ] 04 Add the elements you need from the Insert a block column: logo, social media, button, legal notice.
- [ ] 05 Click in the text, then on a dynamic token (full name, title, phone) to insert it.
- [ ] 06 Select some text and click the chain icon to turn it into a link.
- [ ] 07 Click an element to adjust it in the right panel; move it in the Structure section.
- [ ] 08 Click Preview to check the rendering, with a real employee if needed.
- [ ] 09 In the Replies tab, choose the version used for replies and forwards.
- [ ] 10 In the Targeting section, click Manage assignment and choose the groups, people or shared mailboxes.
- [ ] 11 Check that the signature is Active and click Create.

FAQ

Frequently asked questions

Do employees need to install or configure anything?

No. Once your administrator has deployed the Outlook add-in, the signature is inserted automatically into their emails, on Outlook for Windows, Mac, the web and mobile. If you give them several signatures, they can choose among the ones allowed to them and adjust their contact details from the “My signature” pane in Outlook.

Why is an employee's title or phone number empty or wrong?

Dynamic fields come from each employee's Microsoft 365 profile. Empty information does not appear in the signature; wrong information is corrected in the Microsoft 365 admin center, or by the employee in the “My signature” pane in Outlook. Use the “Real employee” preview to check the result.

Can we have different signatures by department or language?

Yes. Create one signature per need and assign each to a Microsoft 365 group, a person or a shared mailbox. In the assignment window, the Language option serves a signature based on the employee's language, and the Recipients option separates internal from external emails.

Why is my logo rejected?

SVG is rejected because Outlook does not display it. Save your logo as a PNG (ideally with a transparent background) or a JPG, then upload it again in the Brand section.

What happens if I close the editor without saving?

Nothing is sent to employees. A draft is kept on your computer: the next time you open the editor, click Resume to get your work back, or Dismiss to start over.

Can someone other than a Microsoft 365 administrator manage signatures?

Yes. An administrator can give console access to a person or a group from Administration › Console access. The Editor role can create and edit signatures without access to billing.

ATOM Signatures

ATOM SIGNATURES CONSOLE

A question? We'll answer.

The ATOM team replies by email, in English or French. This guide is also online, always up to date:

EMAIL	info@atomsolutions.ca
ONLINE GUIDE	atomsignatures.ca/en/guides/create-signature-atom-console

© ATOM SOLUTIONS · ATOMSIGNATURES.CA