



## Creating an Electronic Version of Your Signature

- **Capture**
- **Insert Line**
- **Place Signature**

### CAPTURE

**First, you might need to capture your signature. There are several ways to do this.**

Method 1: This is the simplest method. Sign a blank piece of paper. Take a photo of the signature. Upload this photo to your device. Crop the photo so the edges are close around your signature.

Method 2: If you have a touchscreen device, you can draw your signature on the screen and save it as a picture file. (See the end of this document for an explanation of how you can use Teams to create an electronic signature.)

### INSERT LINE

#### 1. Official Signature Lines

Microsoft Word allows you to insert a signature request line into a document to request a signature that will be saved and timestamped. If you have received a Word document with this signature request line, you can upload your ink signature, use a signature drawn on a touchscreen, or use a typed signature.

Insert a signature line by selecting the **INSERT** tab in Word. On the right side of the ribbon is the **SIGNATURE LINE** option. Click Signature Line and then select **Microsoft Office Signature Line**. You will see this pop-up:

Signature Setup

Suggested signer (for example, John Doe):

Suggested signer's title (for example, Manager):

Suggested signer's e-mail address:

Instructions to the signer:

Before signing this document, verify that the content you are signing is correct.

Allow the signer to add comments in the Sign dialog

Show sign date in signature line

OK Cancel

Fill in the signer's name and select OK.

The signature line will appear, with an X next to the line.

X

Jane Doe



## PLACE SIGNATURE

Recipients of a document with an official signature line can click on the X to upload a signature photo or draw their signature if they are using a touchscreen.

Sign ? X

**i** See additional information about what you are signing...

Before signing this document, verify that the content you are signing is correct.

Type or ink your name below, or click on the X to select a picture to use as your signature:

Touchscreen users can draw in this box.

X Select Image... Click here to add the photo of your signature.

Jane Doe

To include information about the signer, click the details button. Details...

Signing as: b7159957-2985-43f3-b727-7e7c81552682 Change...  
Issued by: MS-Organization-Access

Sign Cancel

Microsoft's official signature line captures timestamp information. Once your signature has been placed, the document cannot be edited. You should make the edits you need to make, save the document, then sign and simply close. The signature autosaves.

 Recoverable Signature

X *Jane Doe*

Jane Doe

Coordinator of Information

Signed by: b7159957-2985-43f3-b727-7e7c81552682

The signature will look like this, with "recoverable" at the top to indicate that timestamp information is available, and an authentication code at the bottom.



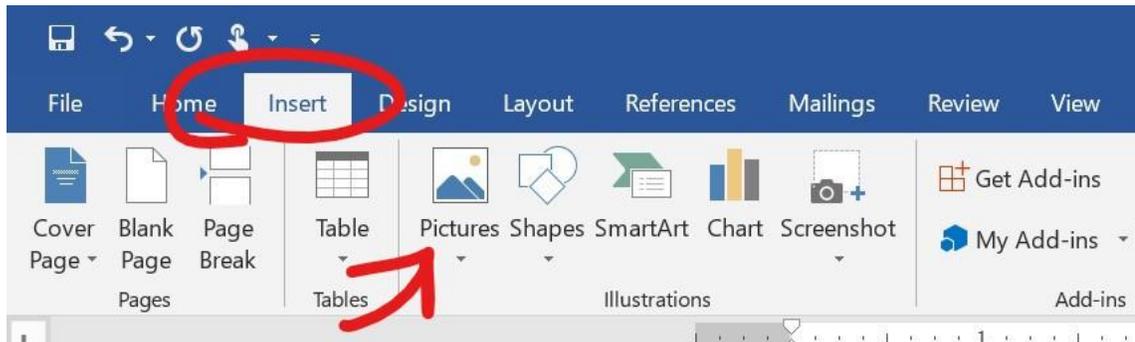
## INSERT & PLACE

### 2. Unofficial Signature Lines

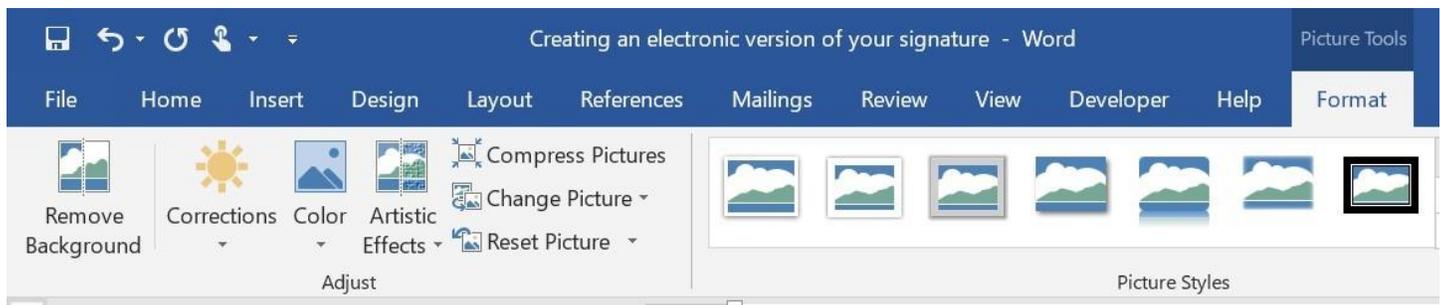
Microsoft Word allows you to insert your signature in a document that does not have an official, timestamped Signature Line.

You can determine whether or not a line in a document is an official signature line by double-clicking on it. If no menu pops up to ask you to insert or draw your signature, it is just a regular line. You can add the photo of your signature above this line.

From the **INSERT** tab, select **PICTURES**.



Find the picture of your signature and insert it. The ribbon will show you picture options, including **REMOVE BACKGROUND**, on the left-hand side of the ribbon. If the background of the signature does not match the background of your document, you can select this option to remove the background color.



Sincerely,

Jane Doe

A signature added above a regular line might look like this.

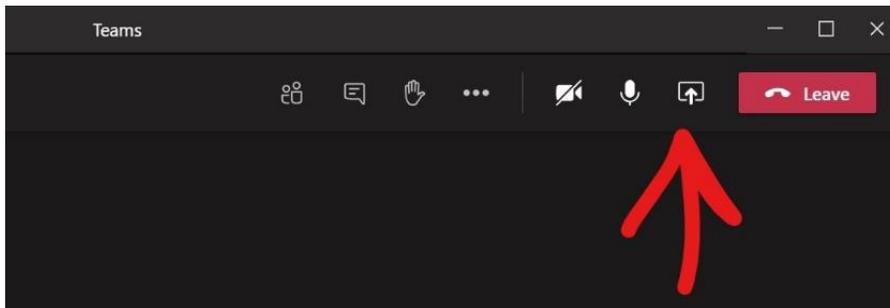


## USING MICROSOFT TEAMS TO CREATE A SIGNATURE

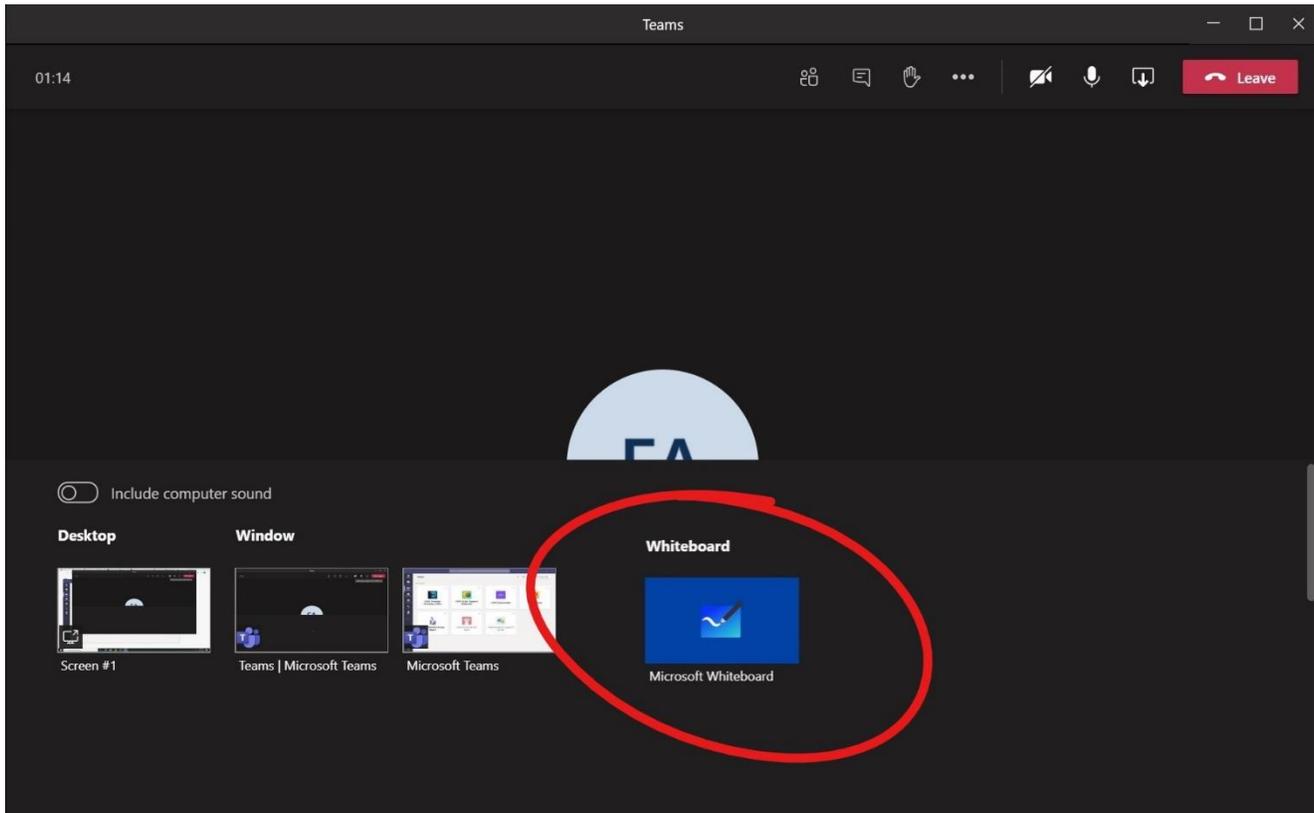
Another method for capturing your signature: Use a digital whiteboard on a touchscreen device to draw your signature. Your cellphone may have a digital whiteboard, such as the QuickMemo+ app installed on most Android devices. If you don't have access to a cellphone whiteboard or the Microsoft Whiteboard that is installed on many Microsoft devices, you can use a touchscreen phone, laptop, or tablet to access the whiteboard in Microsoft Teams to create your signature.

### 1. Start/Join a Teams meeting

### 2. Select Share Content



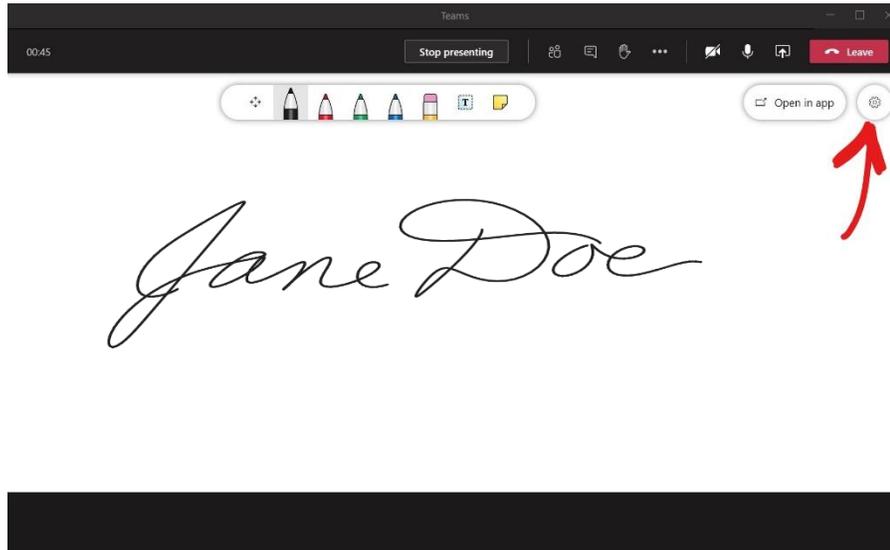
### 3. Choose Whiteboard from the content menu. The whiteboard will load.





4. Using your finger or a stylus, draw your signature.

5. Once your signature is ready, choose the settings menu on the right-hand side.



6. Select "Export Image (PNG)" to save the image. Now you can insert that signature image into Word documents, Outlook emails, etc.

