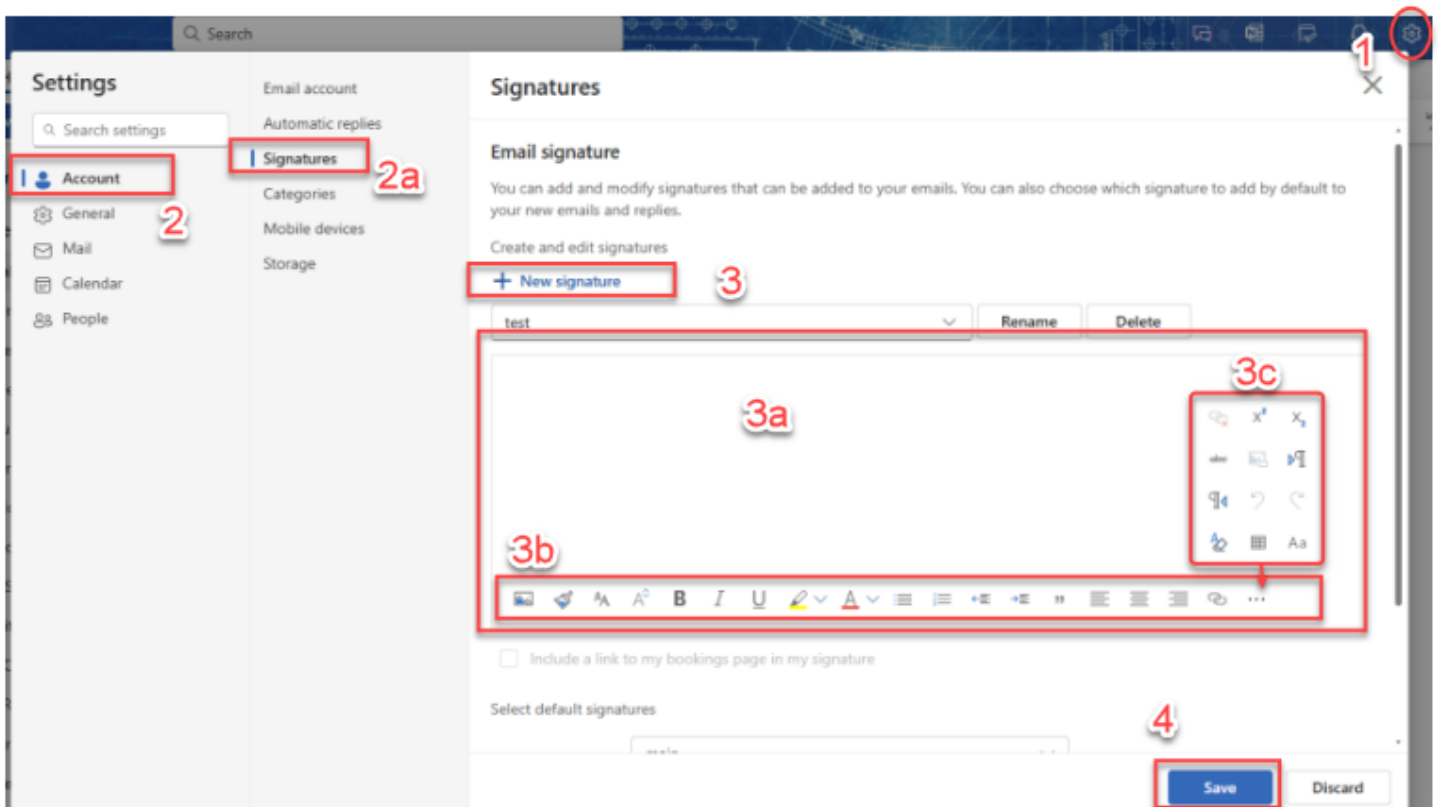
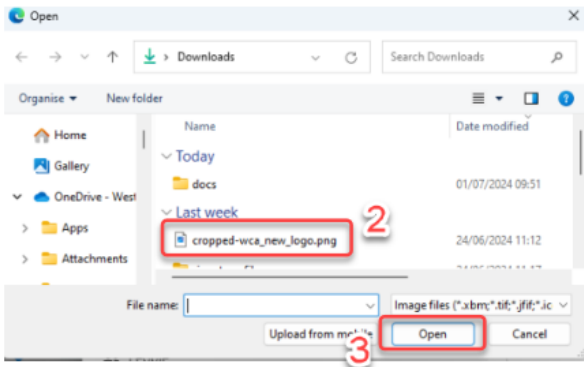


# HOW TO ADD A SIGNATURE IN OUTLOOK

**Note:** Outlook signature set online or in desktop app will not automatically show in your phone Outlook app

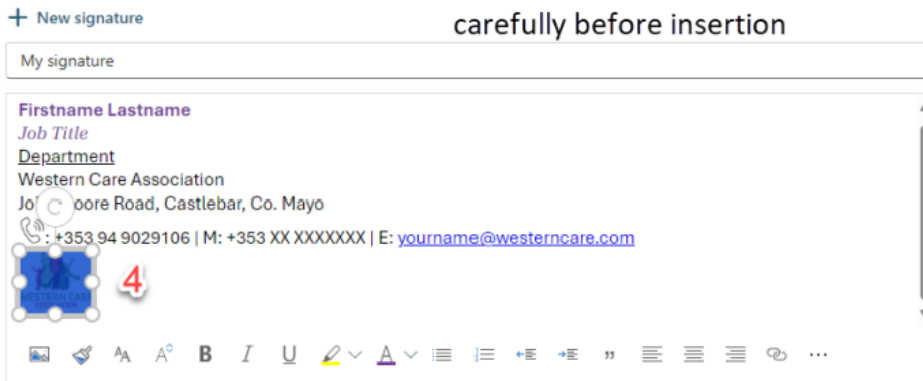


- 1** In Outlook:
  1. Click on "Settings" (cog icon in top right-hand toolbar)
  2. Click on "Account", and then
    - a) click on "Signatures"
  3. Click on "+New signature"
    - a) type in the text for your signature
    - b) use the formatting options here to give it the look you want
    - c) additional formatting options available by clicking 3 dots (...), such as inserting a table, changing a case, etc.
  4. Click on "Save" button if you are finished with formatting



If you want to include an image in your signature (such as a logo):

1. In the formatting bar click on the Image icon
2. Choose an image from your computer
3. Click on Open (the image will be inserted where the cursor is)
4. Resize the image in your signature to the smallest acceptable size using the handles around the image, you cannot move it freely around the signature so it's advised to choose the location carefully before insertion

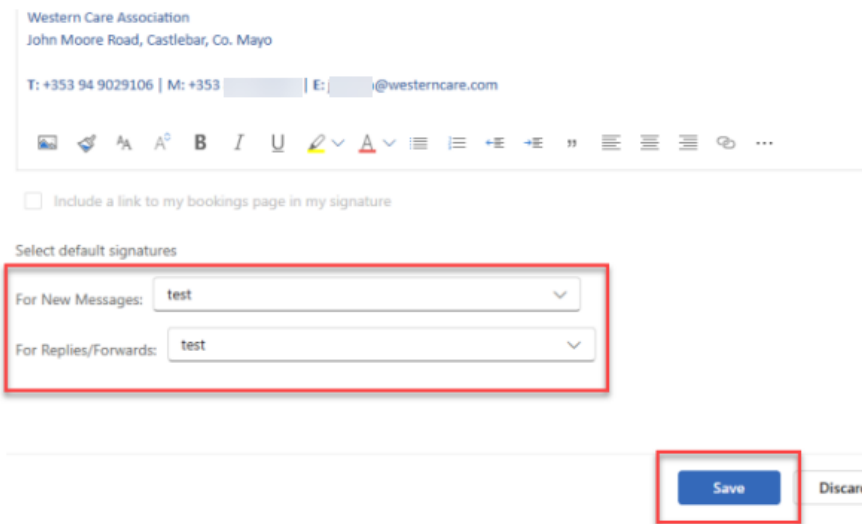


3

When you finish formatting your signature(s):

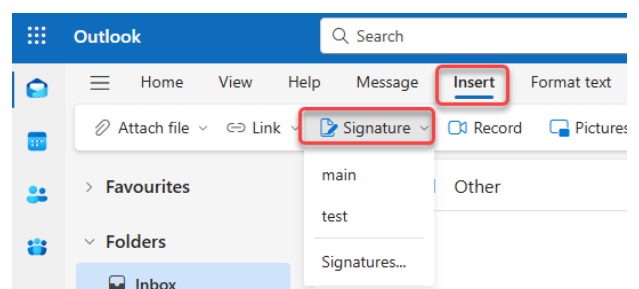
1. Click on "Save" button first
2. Under "Select default signatures" heading select the signature you want from the drop-down for new messages and replies/forwards

If you want the same signature to appear in both, select the same one in both drop-downs (this is the preferred method)



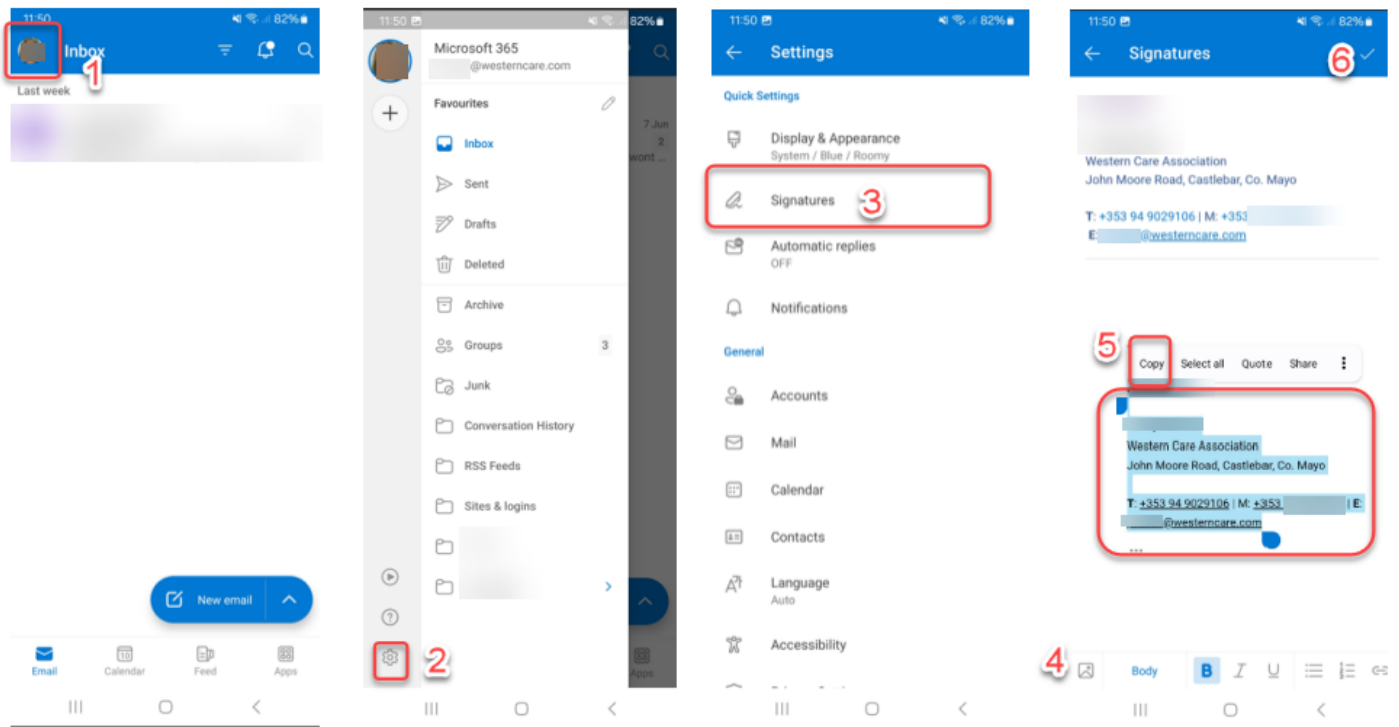
You can create multiple signatures in Outlook and use different signatures for new messages and replies/forwards.

You can toggle between signatures, or if you don't have one set as default can insert it by using Insert tab > Signatures and picking it from there in Outlook, as shown here:



## Outlook on the phone:

Even if you have a signature set in Outlook desktop or online, the phone does not sync this option and you will need to set it manually. Follow these steps:



4

In Outlook on the phone:

1. Tap the circle with your picture/initials next to Inbox
2. Tap Settings (cog icon at the bottom)
3. Tap Signatures option
4. You can create your own signature here but the formatting options are somewhat limited
5. The best thing is to open one of your own emails that already has a signature you created in Outlook 365 and copy/paste it (press+hold your finger on the text of the signature and drag the handles at each end of the selection if you want to include more words. Tap Copy on the pop-up bar above the selection to select all the text in the section. Then go through steps 1-3 and in signature blank screen now double-tap and select Paste from the pop-up bar).
6. Tap the Check-mark to save the signature. You can then use arrow back to navigate out of Settings.