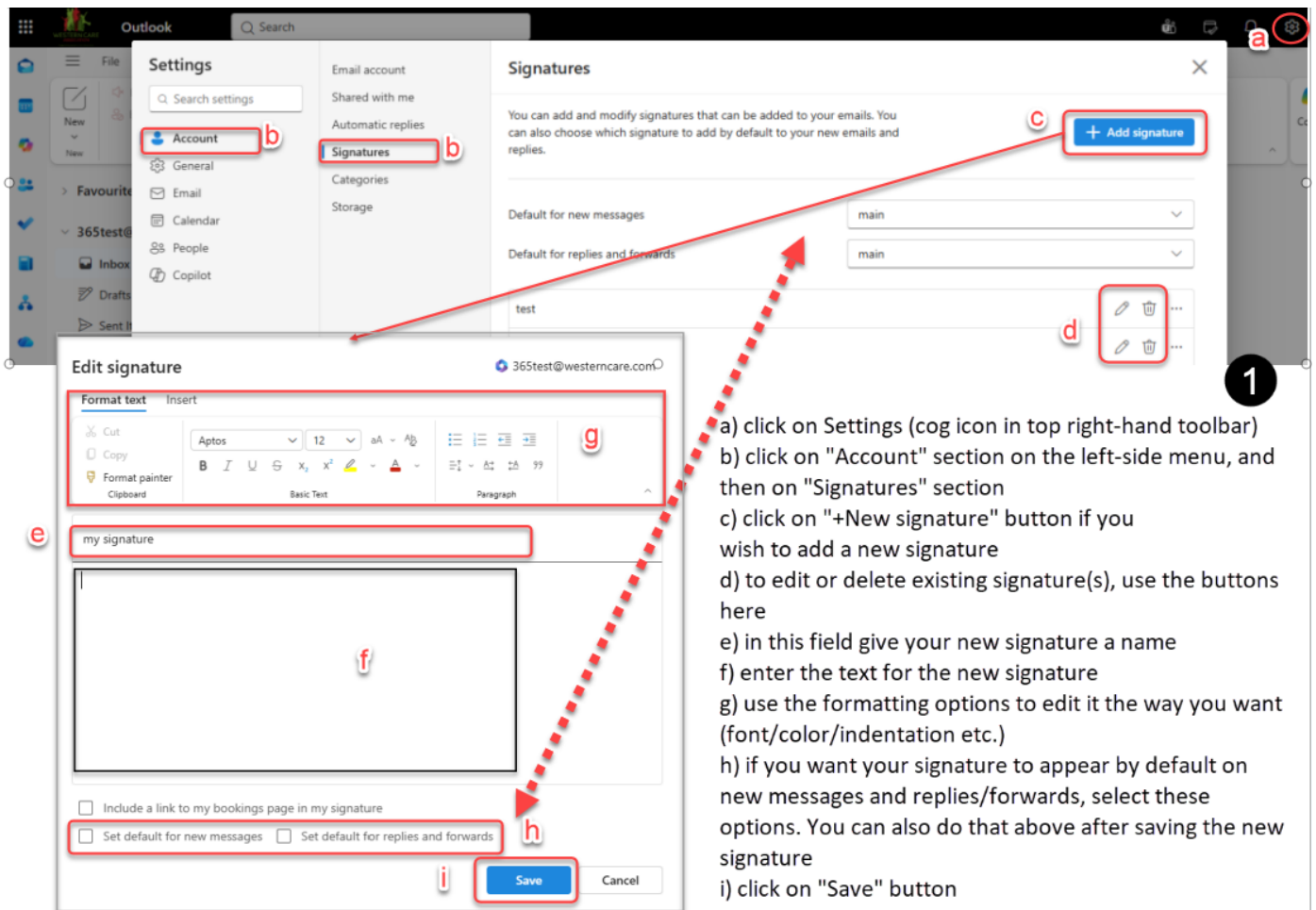


HOW TO ADD A SIGNATURE IN OUTLOOK

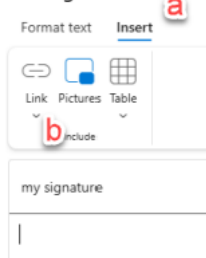
In Outlook:



1

- a) click on Settings (cog icon in top right-hand toolbar)
- b) click on "Account" section on the left-side menu, and then on "Signatures" section
- c) click on "+New signature" button if you wish to add a new signature
- d) to edit or delete existing signature(s), use the buttons here
- e) in this field give your new signature a name
- f) enter the text for the new signature
- g) use the formatting options to edit it the way you want (font/color/indentation etc.)
- h) if you want your signature to appear by default on new messages and replies/forwards, select these options. You can also do that above after saving the new signature
- i) click on "Save" button

Edit signature

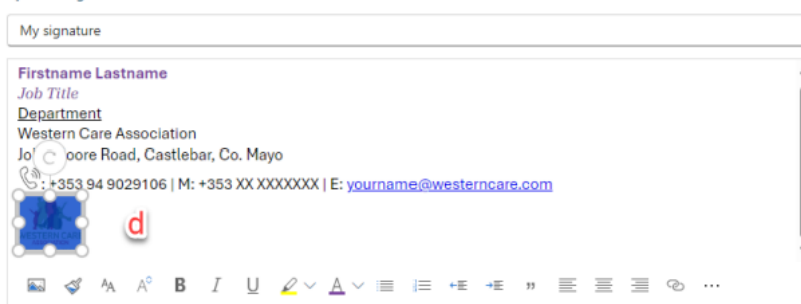


2

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

- a) above the formatting bar click on the "Insert" tab
- b) choose "Pictures"
- c) navigate to the location of the image on your computer, select it and click on "Open" (the image will be inserted where the cursor is)
- d) 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
- e) when you're happy with the final result, click on "Save" at the bottom of the window

+ New signature



e

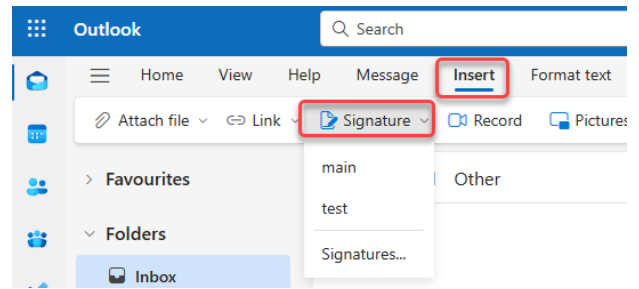
page in my signature

☐ Set default for replies and forwards

Save Cancel

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:

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

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:

- 3 In Outlook on the phone:
 - a) tap the circle with your picture/initials next to Inbox
 - b) tap Settings (cog icon at the bottom)
 - c) tap Signatures option
 - d) you can create your own signature here but the formatting options are somewhat limited, 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).
 - e) 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).
 - f) tap the Check-mark to save the signature. You can then use arrow back to navigate out of Settings.

