

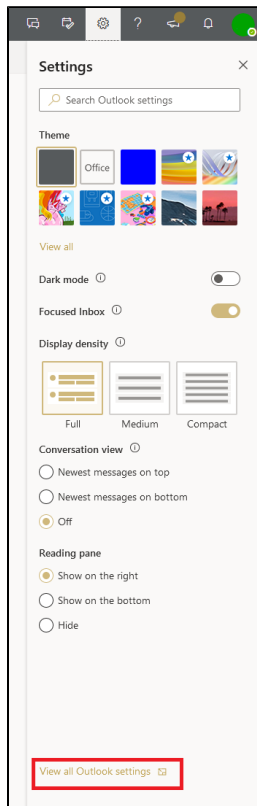
Adding a Signature - Outlook Web App (OWA)

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Step 1: Click the Settings Menu

In the upper right corner, click the **Settings** button and then click **View all Outlook settings**.




Step 2: Create Signature

Email signature will be the first settings item to the right:

Email signature

Create a signature that will be automatically added to your email messages.



A rich text editor toolbar containing the following icons from left to right: an image icon, a link icon, a font color icon (AA), a background color icon (A with a square), a bold icon (B), an italic icon (I), an underline icon (U), a strikethrough icon (A with a slash), a bulleted list icon, a numbered list icon, an indent icon (left arrow), an outdent icon (right arrow), a quote icon (double quotes), a left align icon (three horizontal lines), a center align icon (three horizontal lines), a right align icon (three horizontal lines), a link icon, an unlink icon, and a more options icon (three dots).

- Automatically include my signature on new messages that I compose
- Automatically include my signature on messages I forward or reply to

Create your signature in the text box. Be sure to click both check boxes to enable the signature. Click **Save**