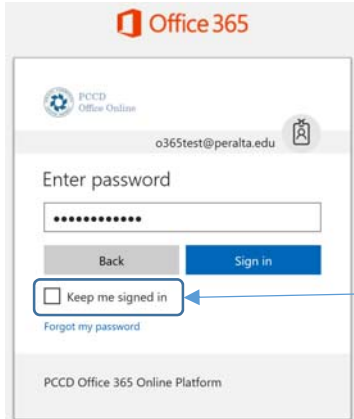# How To: Create an Email Signature (Outlook on the Web)

1. Sign in to your mailbox using your email address and password:

   Note: do not check this box if you use multiple (such as departmental) mailboxes or logins.

2. You may wish to create an email signature, such that all your outgoing messages include text at the bottom that identifies you, such as your email address, phone number, address, etc. To begin, click the 'Gear' icon in the top right area of your window and start typing "signature" in the search field:
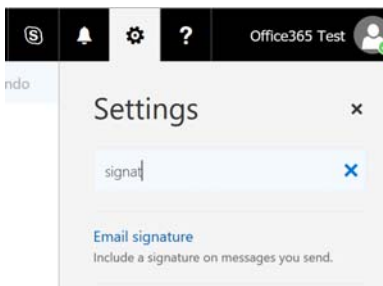
3. The search results will begin to display as soon as you start typing. As soon as you see the 'Email signature' setting, click once on it:
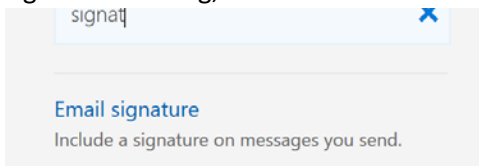
Continued…

4. In the dialogue that follows, you will be given the opportunity to create your custom signature:

Email signature

☑ Automatically include my signature on new messages I compose

☑ Automatically include my signature on messages I forward or reply to

B I U AA A A A ≔ ⋮≡ ⌄

Thank you,
Bob

Note: select this box if you only want to include the signature on <u>new</u> messages you create.

Note: select this box if you only want to include the signature on <u>all</u> messages you create (replies and forwards too).

Note: This is the text that will be displayed at the bottom of messages configured to include the signature.

5. Click 'OK' once you are satisfied with your signature:

✓ OK   ✗ Cancel

Email signature

☑ Automatically include my signature on new messages I compose

☑ Automatically include my signature on messages I forward or reply to