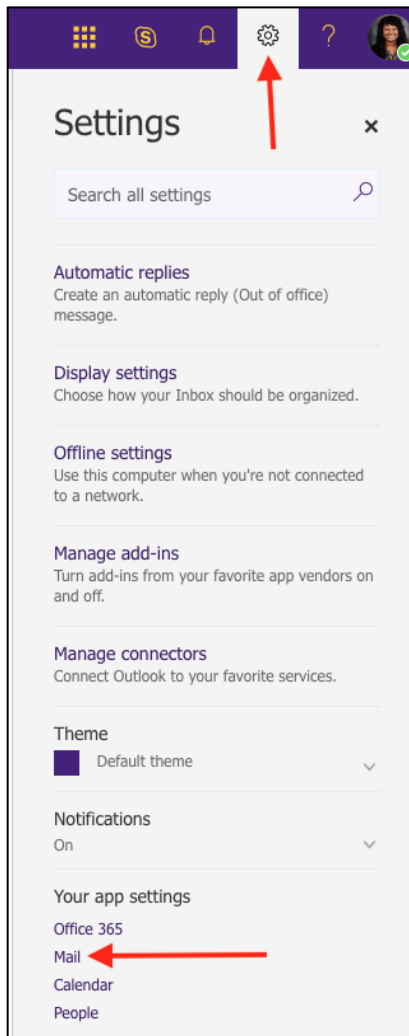


Set up an email signature in Outlook on the Web (Office 365)

1. Log in to your Outlook Web App at <https://outlook.office.com/>
2. Next, click the gear icon at the top right corner of the screen and select **Mail**.

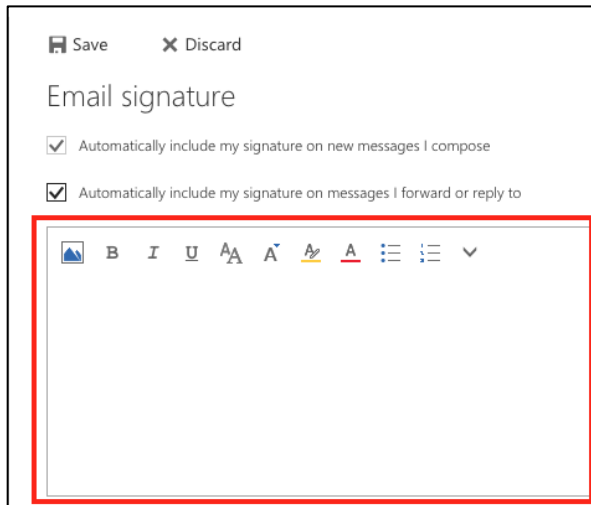


3. On the left pane, extend the Mail section, then the Layout section. Select Email signature.

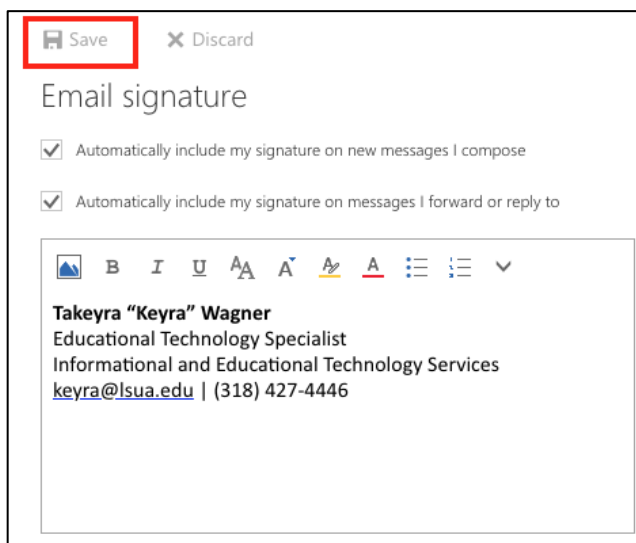
The screenshot shows the Outlook interface with the following elements:

- Header:** LSU of ALEXANDRIA logo, Outlook title, and utility icons (grid, mail, notifications, settings, help, profile).
- Left Pane (Options):**
 - Shortcuts
 - General
 - Mail** (highlighted with a red arrow)
 - Automatic processing
 - Automatic replies
 - Clutter
 - Inbox and sweep rules
 - Junk email reporting
 - Mark as read
 - Message options
 - Read receipts
 - Reply settings
 - Retention policies
 - Undo send
 - Accounts
 - Block or allow
 - Connected accounts
 - Forwarding
 - POP and IMAP
 - Attachment options
 - Attachment preferences
 - Storage accounts
 - Layout** (highlighted with a red arrow)
 - Conversations
 - Email signature** (highlighted with a red box)
 - Focused inbox
 - Link preview
 - Message format
 - Message list
 - Quick actions
 - Reading pane
 - Clean up mailbox
 - Calendar
 - People
- Main Pane (Mail options):**
 - Section title: Mail options
 - Text: In this section, you can change your email account settings. Email options are organized into the following categories:
 - List:
 - **Automatic processing** — Control how incoming and outgoing email is handled.
 - **Accounts** — Choose how email will flow in and out of your accounts.
 - **Layout** — Customize the look of your inbox and email messages.
- Right Pane (Settings):**
 - Search all settings
 - Automatic replies: Create an automatic reply (Out of office) message.
 - Display settings: Choose how your Inbox should be organized.
 - Offline settings: Use this computer when you're not connected to a network.
 - Manage add-ins: Turn add-ins from your favorite app vendors on and off.
 - Manage connectors: Connect Outlook to your favorite services.
 - Theme: Default theme
 - Notifications: On
 - Your app settings: Office 365 (Mail, Calendar, People)

4. To make your signature appear in every new email message, check the **Automatically include my signature on new messages I compose** box. Also, (optional) select **Automatically include my signature on messages I forward or reply to**. Then, compose your email signature using available formatting tools.



5. Once your signature has been created, click **Save** so that all changes take effect.



That's it! Now you do not have to waste time on creating a signature every time you write a new email. If you want to change your email signature just follow the same steps above.