

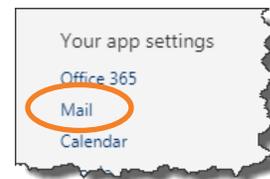


Outlook Web Access: Email Signature

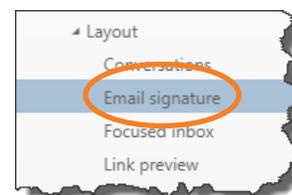
1. Click **Settings**.



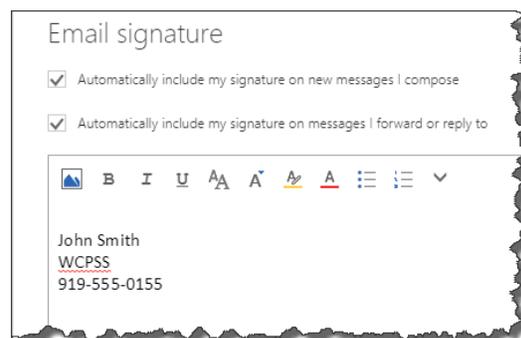
2. Under **Your app settings**, click **Mail**.



3. Under **Layout**, click **Email signature**.



4. Select signature options.



5. Create and format email signature.

6. Click  **Save**.