How to Add a Signature to Outlook Emails

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Summary

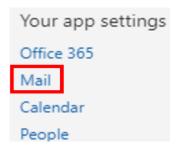
How to add a personal email signature to a student email account

Instructions

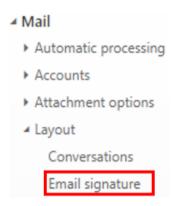
1. After <u>logging in to your email account</u>, click the gear icon in the top-right corner to open Settings.



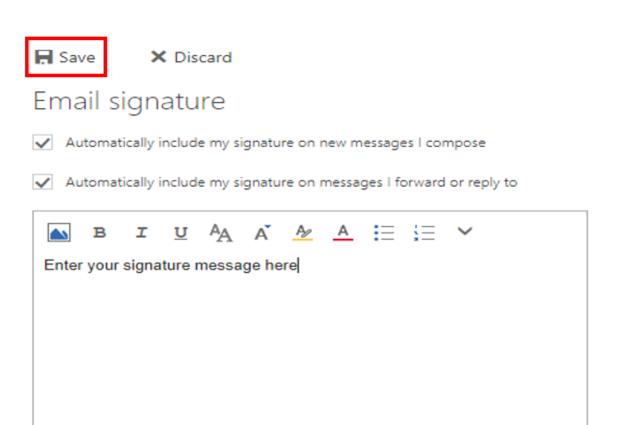
2. A menu will open on the right. Click "Mail" located near the bottom.



3. A new menu opens on the **left**. Locate "Email signature" under the "Mail" section and in the "Layout" tab.



- 4. In the "Email signature" menu, you can now select options for your signature as needed. In the text box, you can type the message you would like to be included as a signature.
- 5. Once you have finished creating a signature, click "Save" near the top of the page.



Key Words: signature line, student email settings
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