

Create a signature

1) Select the "Settings" icon and then "Mail"





2) Select "Email signature" on the left and under the "Layout" heading. Enter the text of the signature as it should appear on the email and, if desired, select "Automatically include my signature on messages I send" to add this signature on all outgoing emails. Once completed select "Save"

	Office 365	Outlook Cleveland	. Sta
€ Options			
Shortcuts General Mail Automatic processing Automatic replies		 R Save ➤ Discard Email signature ✓ Automatically include my signature on messages I send 	
	Clutter Inbox and sweep rules Junk email reporting Mark as read Message options Read receipts Reply settings Retention policies Accounts	B I ∐ Aa A [‡] ⊉ A IE IE ∨ Engage At CSU	
	Connected accounts POP and IMAP Layout Conversations Email signature Message format Message list		