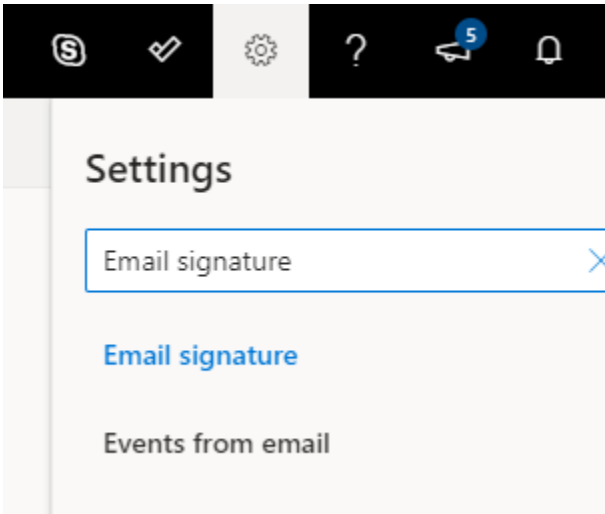


Email Signature for Outlook (Web Based – O365)

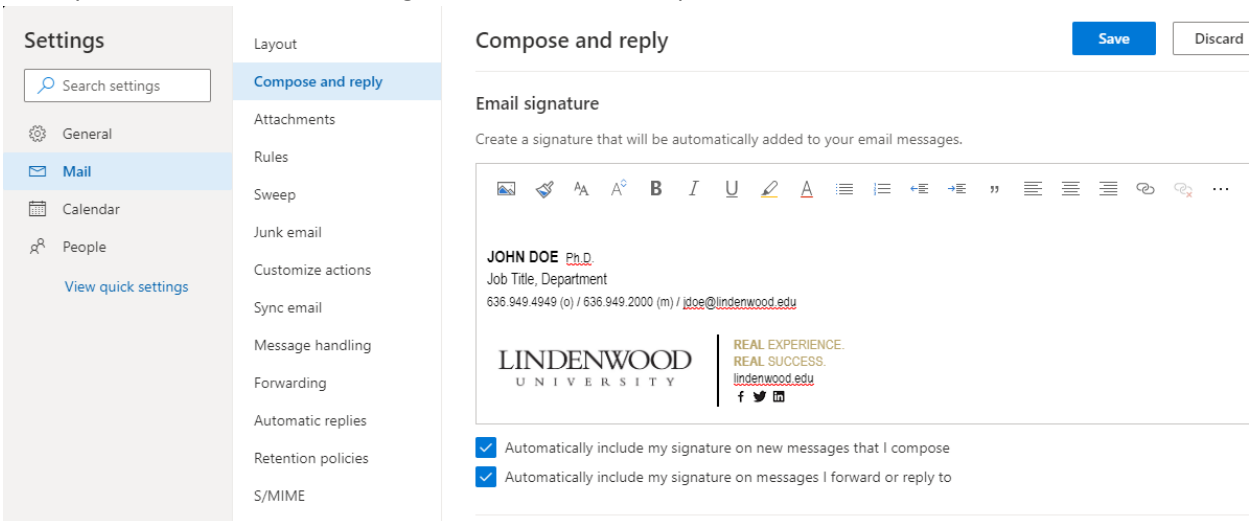
- After you have created using the email signature generator to create your email signature, and have copied it -- In Outlook, select settings gear icon in top right.



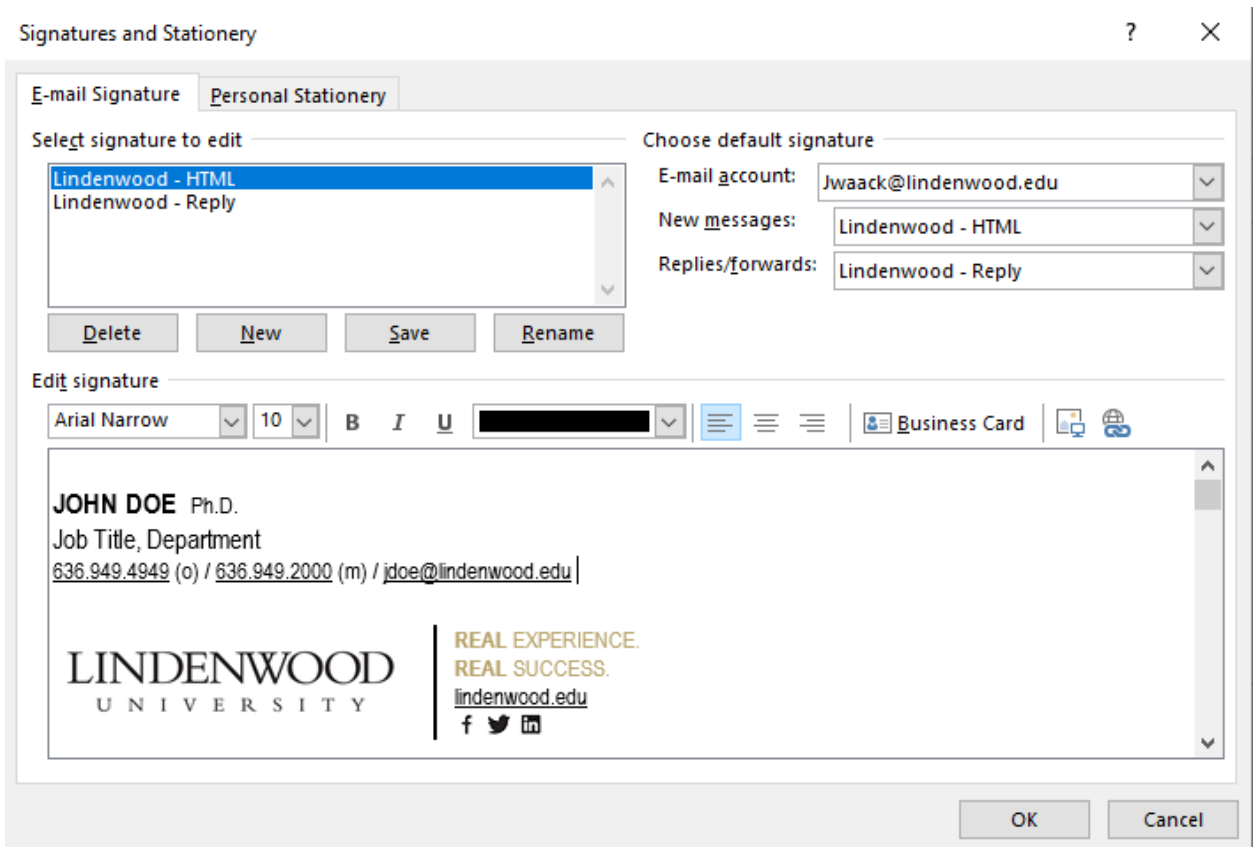
- Search for “Email Signature” and select that search result



- Place your cursor into the "Edit Signature" text area and press Ctrl+V.



- Below the edit text area, make sure the following options are selected:
 - “Automatically include my signature on new messages that I compose”
 - “Automatically include my signature on messages I forward or reply to”
- Select “Save” to complete this process.



- If you're replacing an existing signature, please be sure you've completely deleted all of the previous signature's content before pasting in the new one.
- Choose "OK" to complete this process.