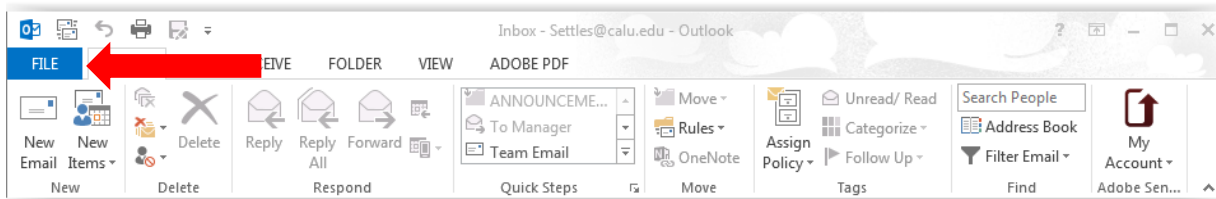


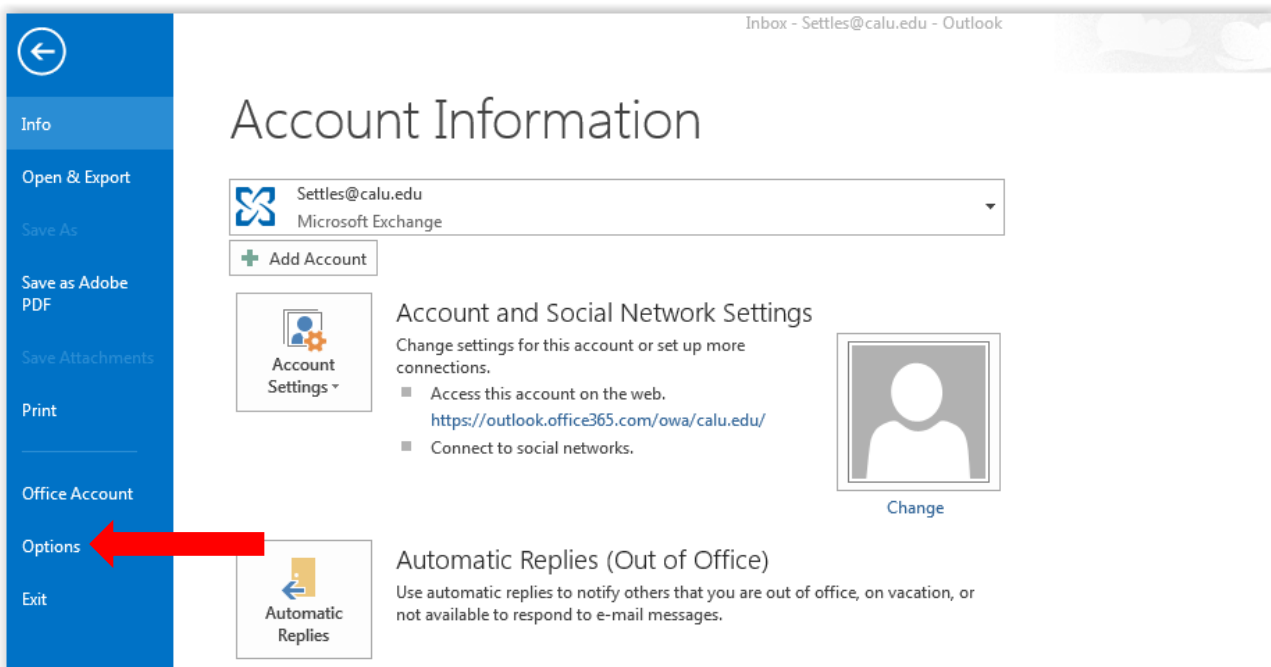
# How to add or change an email signature in Office 365

**Step 1** Once you have logged into your Office 365 Account (Outlook), click **FILE** in the top menu

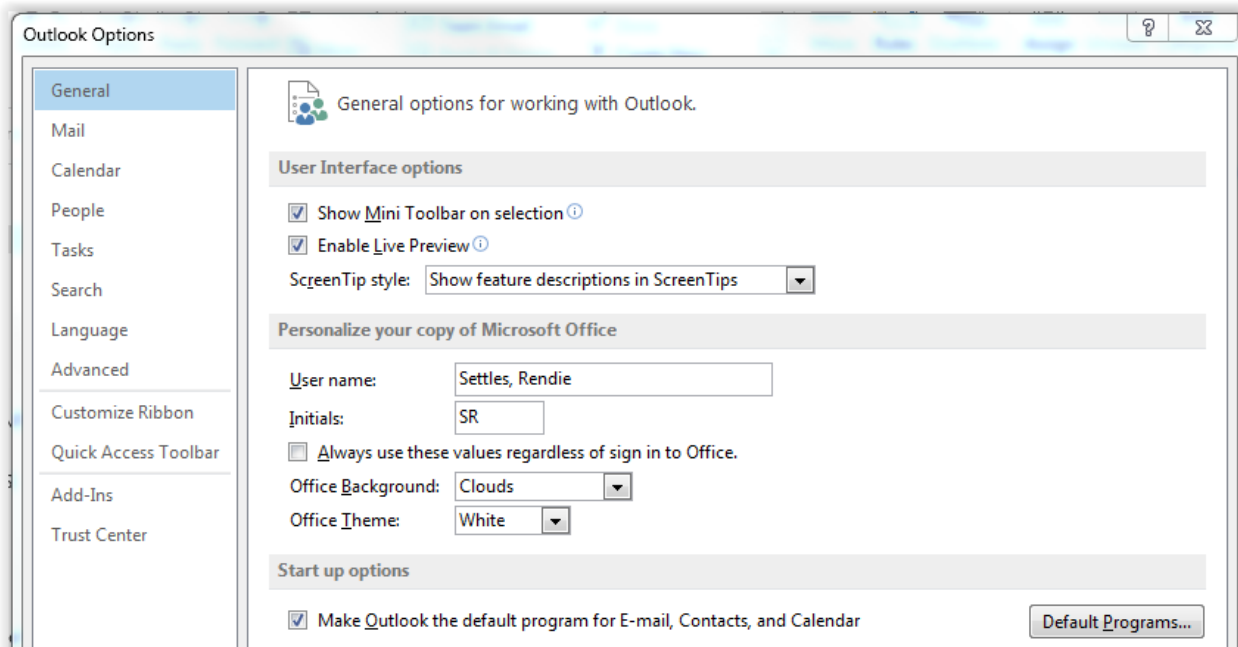


*Note: Multiple signatures for one email account are not supported.*

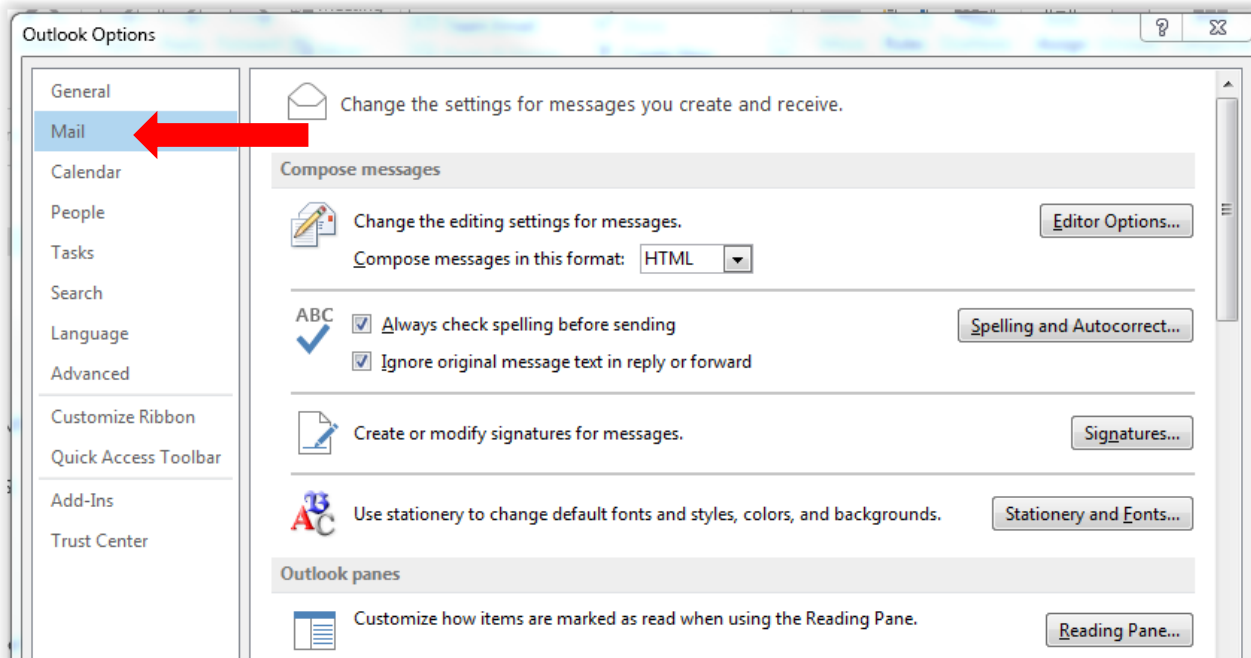
**Step 2** Select **Options**.



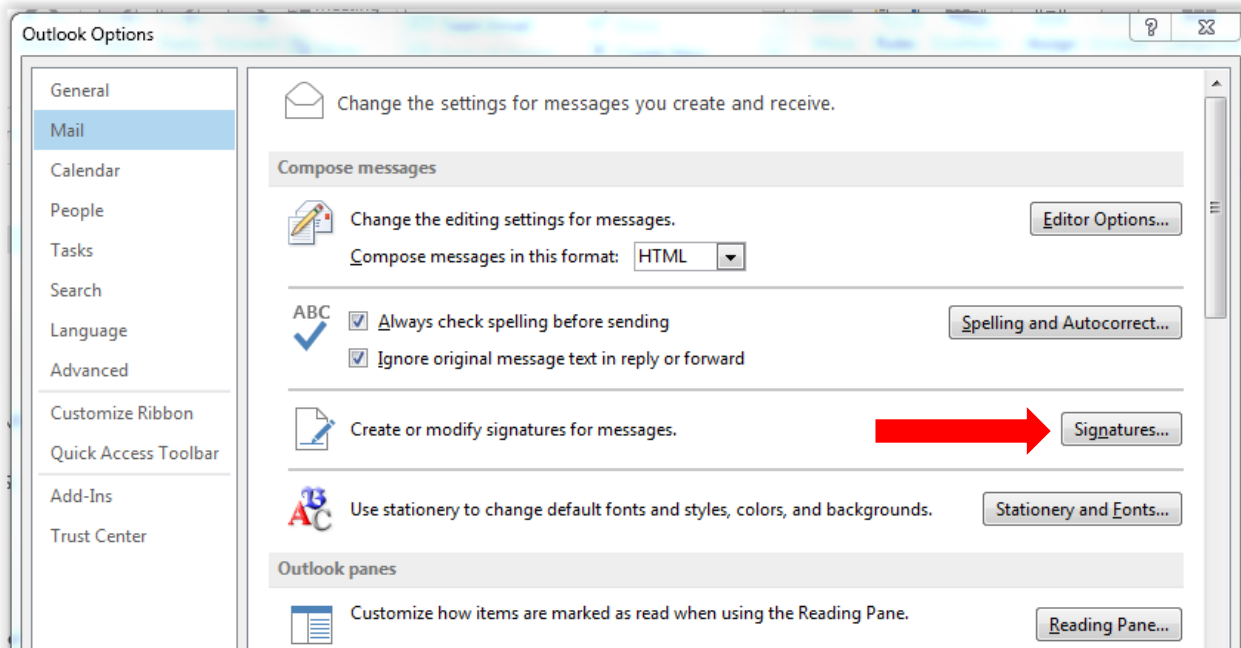
**Outlook Options Screen will appear**



### Step 3 Click Mail

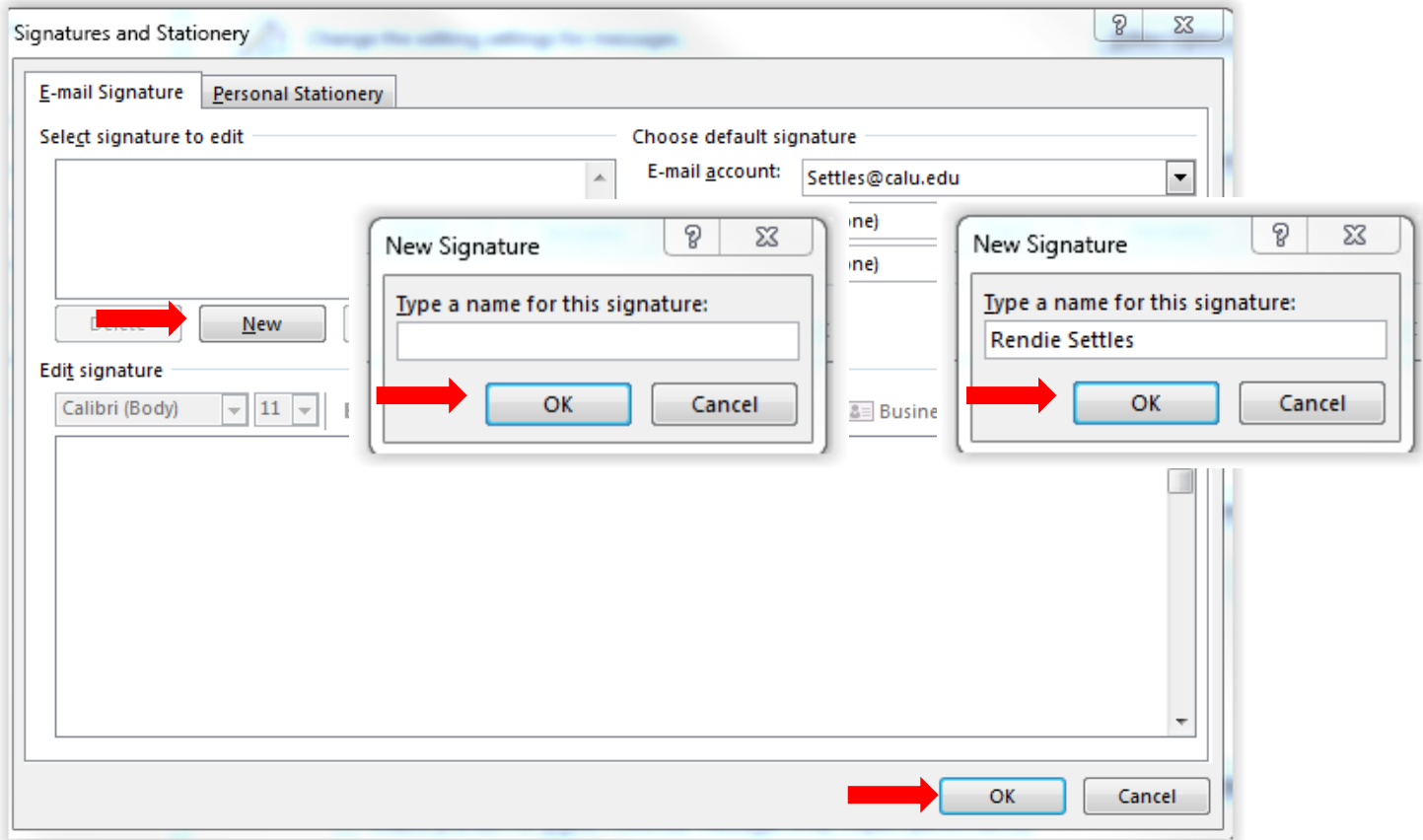


### Step 4 Click Signature



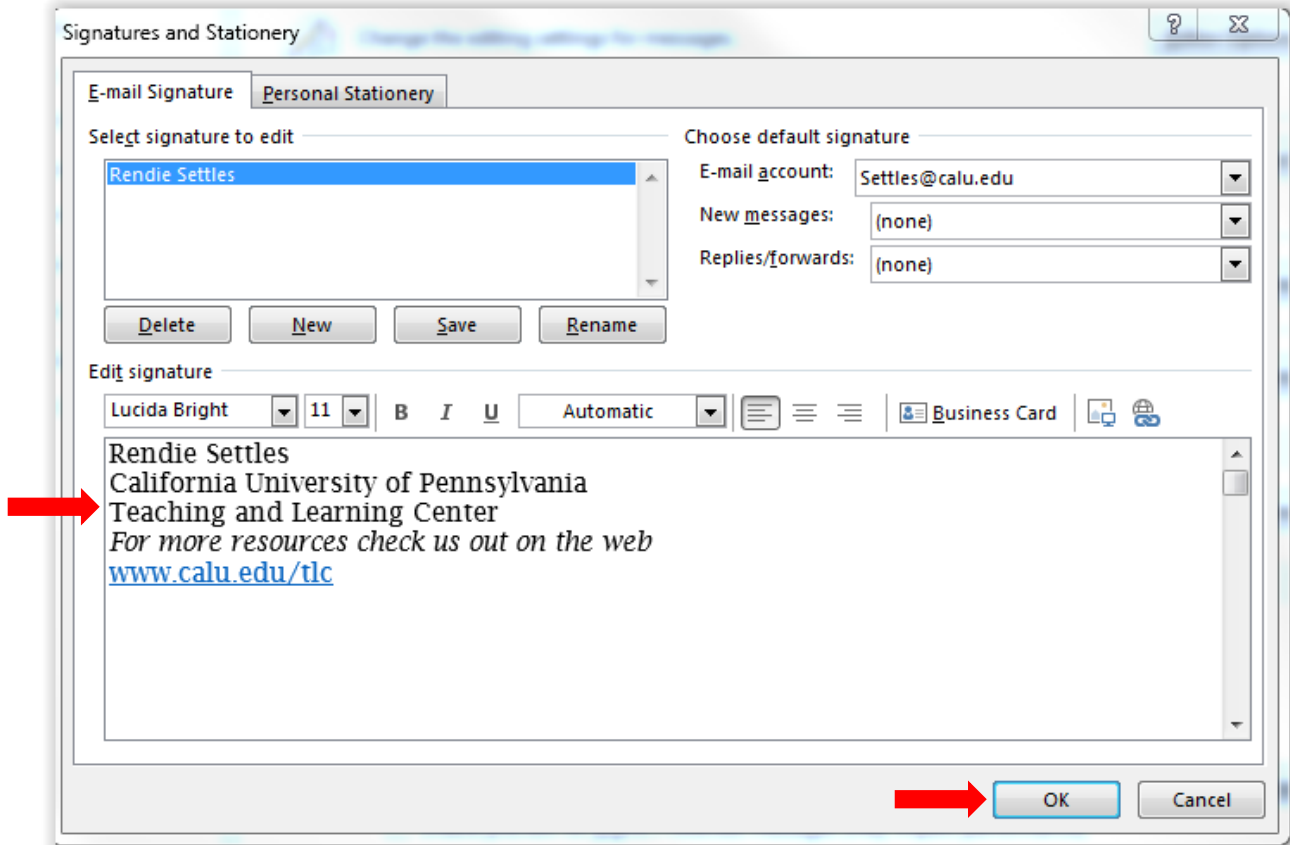
The Signatures and Stationery Screen will appear

**Step 5** Click **New** -The New Signature Box will appear, type your First and Last Name, then his **OK**

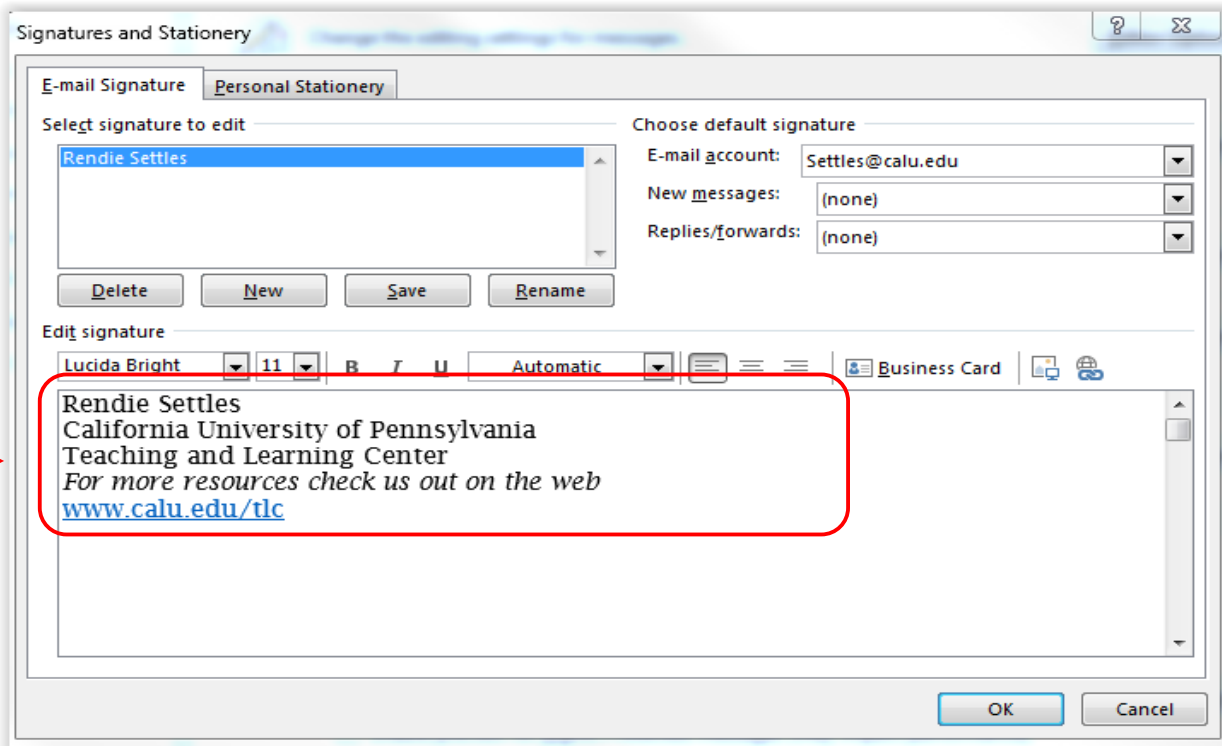


Your name will appear in the **Select** signature box.  
*Note: If you need to make edits to your name, click the Rename tab*

**Step 6** Click in the box begin typing and formatting your signature as you would like it to appear in your Outlook Email. Then click **OK**.

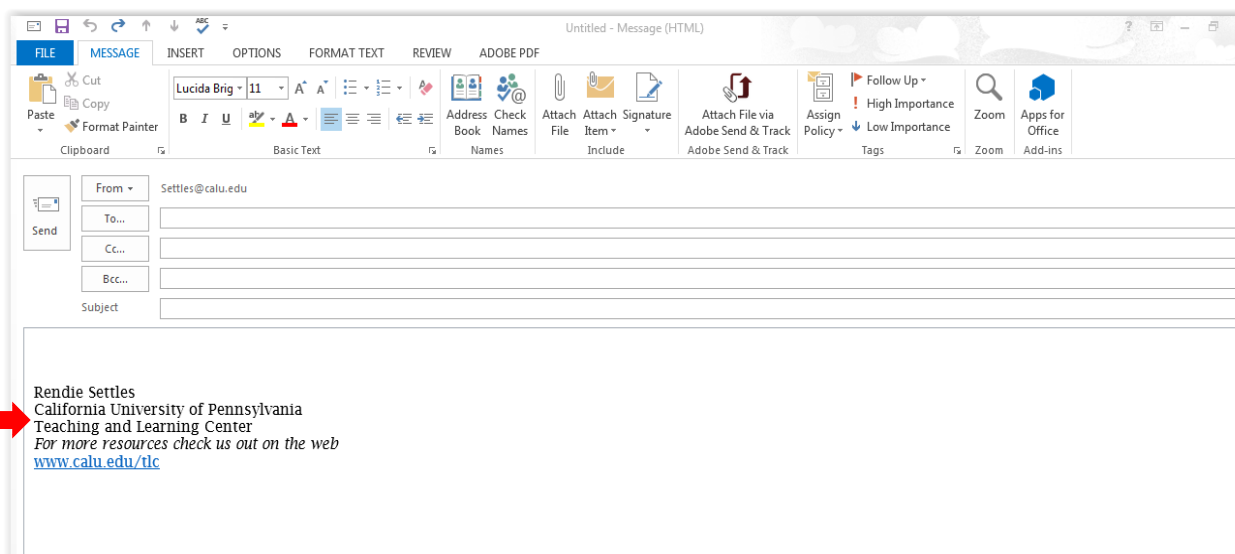
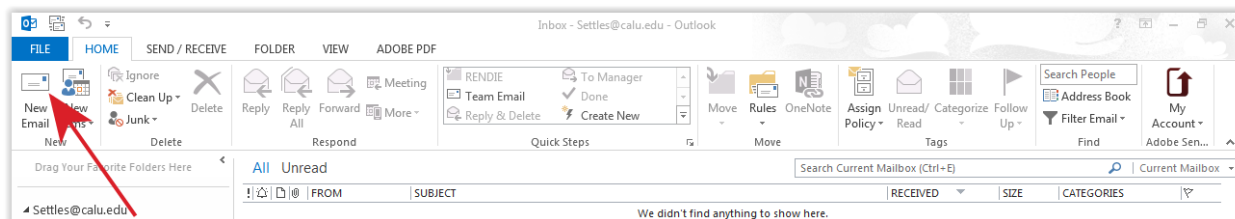


*Note: You are able to select the font color, size and position of your signature*



*Optional: To insert an image with your signature, click the Insert Picture Icon. It will take you to your Picture Library. Select the image, then click the Insert Tab.*

Once you have completed typing and formatting your signature, click **OK**. The Outlook Options Screen will appear, click **OK**. To view your Email Signature, click the **New Email Icon**. **Your signature will appear in the email text box.**



**I hope the above instructions provided to you were helpful. For additional Office 365 Outlook training, please contact the Teaching and Learning Center at 724-938-4168 or email [tlc@calu.edu](mailto:tlc@calu.edu).**

**-Rendie Settles**