Update Signature using Webmail

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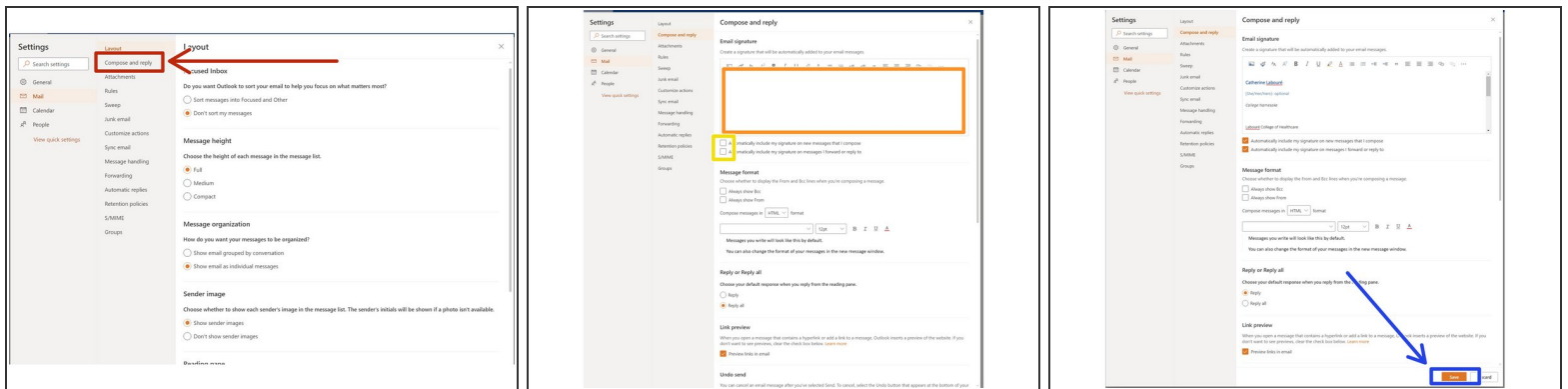
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Step 1 — Navigate to the Settings Menu
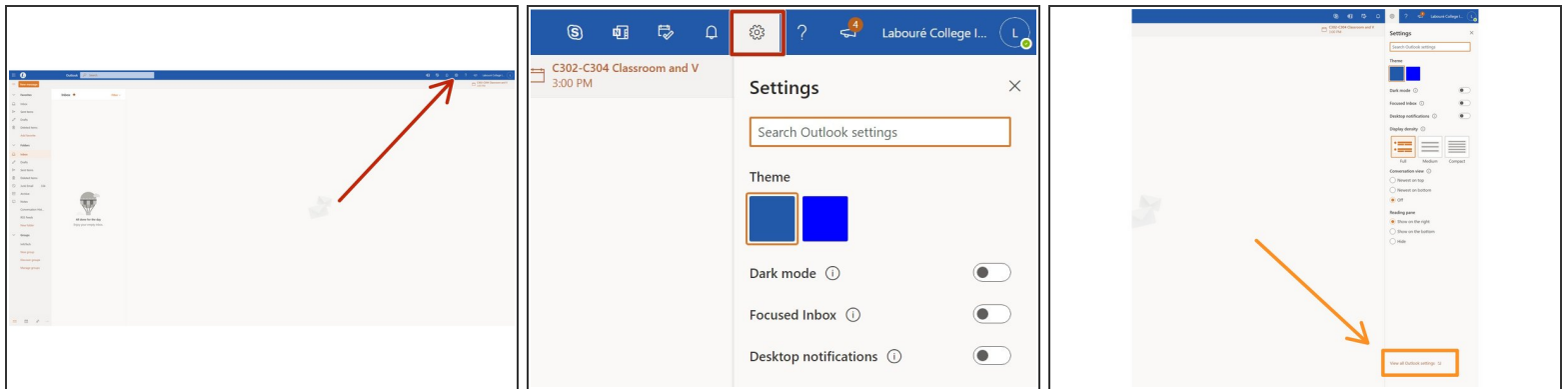
- While signed into webmail, click on the cog wheel in the top-right of the window to open the settings menu.

- Click **View all Outlook Settings**.

Step 2 — Configure and Save your Signature

- Select **Compose and Reply**.

- Insert the signature into the text box. The easiest way to properly reproduce the formatting is to copy and paste from an existing signature and replacing the copied name and title with your own.

- Check these two boxes to make automatically include your signature in future emails and replies.

- Click **Save** when you are finished.

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