## Create an Email Signature

Office 365, Outlook on the web

1. Click on the Settings icon .	6 €
2. Select "View All Outlook Settings" .	Image: Section of the sec
<ol> <li>Choose "Compose and Reply"</li> <li>Type in the information for your signature.</li> <li>Select the check box to automatically include your signature in new messages.</li> </ol>	Settings       Low       Compose and mply       I<
6. Click Save to keep your changes.	ompose reply to Save Discard