

# How to Create an Email Signature in Office365

## OUTLOOK ON WEB

1. Click Settings (**gear icon**) in the top right corner.
2. Click **View all Outlook settings** in the bottom right panel.
3. Click **Mail** on the left panel, and then **Compose and reply**.
4. Create your email signature by adding the logo you saved to your computer and pasting the copied text.
5. Modify the text with your personal information.
6. Click **Save**.

## OUTLOOK FOR WINDOWS

1. Click the **File tab** and then click **Options** in the left sidebar.
2. In the Outlook Options dialog box, click **Mail** in the left pane.
3. Click the **Signatures** button on the right side of the window.
4. Create your email signature by adding the logo you saved to your computer and pasting the copied text.
5. Modify the text with your personal information.
6. Click **OK** to save.

## OUTLOOK FOR MAC

1. Click **New Email**.
2. Click the **Signature icon**.
3. Click **Edit Signatures**.
4. Click the plus sign (**+**), double-click **Untitled** and enter a name for the signature.
5. Create your email signature by adding the logo you saved to your computer and pasting the copied text.
6. Modify the text with your personal information.
7. In the signatures box, choose your new signature for new messages and replies/forwards.
8. Close the Dialog Box.

Questions regarding the email signature template or for additional assistance in setting up your email signature, contact Community Relations at [communityrelations@iccms.edu](mailto:communityrelations@iccms.edu) or 662.862.8242.