



# Office 365 Resources

## Adding an Email Signature to Outlook

1. Adding an email signature to Outlook can be done in the desktop app and in the online app. If using both methods for email, it will need to be done in both places.

The first step is to get a picture of your signature. This can be done using a tablet and stylus on a blank page/slide or with additional information like a printed name, title, badges, etc. When complete, take a screenshot or save as an image. You may choose to take a photo of your actual signature. Either way, you need an image file of the signature available on the device being used to add the email signature in Outlook.

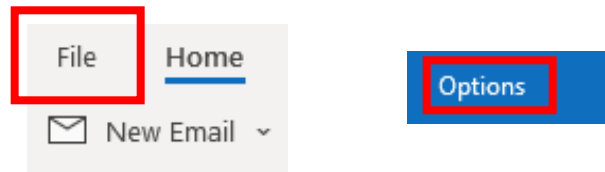
A handwritten signature in blue ink that reads "Signature".

**Printed Name**  
**Title**  
**Location**

2. To add an email signature to Outlook desktop, first launch the app.

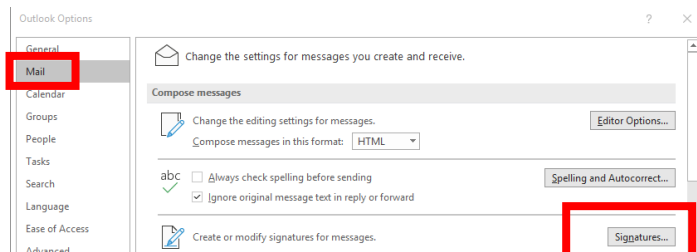
In the top-left corner, click on **File**

Then, select **Options** found in the bottom of the left-side panel.



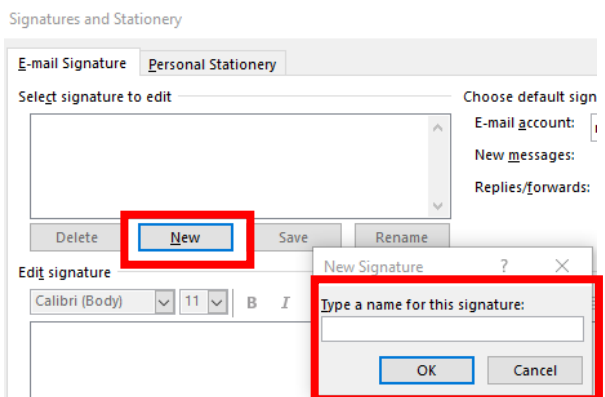
3. Next, from the pop-up window, click on **Mail**.

Under Compose messages, select the **Signatures** button.



4. In the Signatures and Stationery pop-up window, click **New** and name the signature.

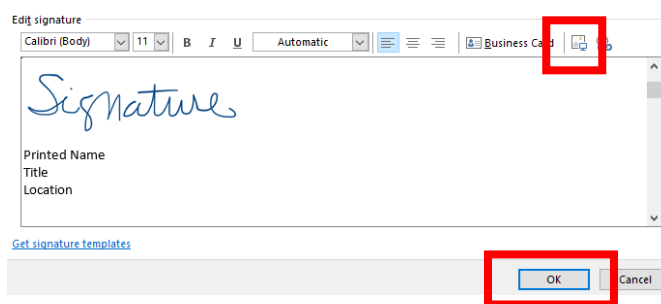
Click **OK**.



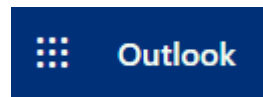
5. Once named, you can add your signature image by clicking the **image icon** and selecting the image of your signature from the device.

Here, you can also add additional text to be included like a printed name, title, and location if not added in the signature image.

When finished, click **OK**.

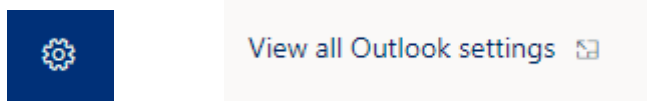


6. To add a signature image to Outlook online, first sign into your CPSB Office 365 account at [www.office.com](http://www.office.com) and select the Outlook app to open.



7. Once opened, click on the **gear icon** located in the upper-right of the top window bar.

Once clicked, scroll down to find **View all Outlook settings** and click on it.



8. Once the Settings pop-up window opens, select **Compose and reply** to create a signature that will be automatically added to your email messages.

Click on the **image icon** to insert your signature image. Add any other text as needed. Changes are saved automatically.

