HOW TO SETUP YOUR E-MAIL SIGNITURE IN OFFICE 360

Open your Outlook 360 E-Mail screen.

	365.com/owa/?realm=lausd.net#path=/mail	5 ≞ ≁ Q	🚯 Los Angeles Unified School Di	Resources / Email Services	LAUSD Office 365 / Log In	Mail - Goebel, Kim - Outlook ×	☆ ☆
x Google	👻 🚼 Search 🐑 强 Share 🛛 More 🍽					🗘 🚮 Kim	berleyGoebel 🔻 🔧 🕶
III Office 365	Outlook					D 🔿	? 🛝
New	INBOX						Items by Date 🔻
Search Mail and People	All Unread To me Flagged						
∧ Folders	Trinh, Mimi RE: support at warehouse						7:59a
Inbox 4	Hernandez, Sheilah Re: RE:						← 7:53a
Clutter Sent Items	Schein, Jay email signature						前 ▶ 7:51a
More >	Paul, Wilfred RE: Sheilah cannot log on to central office						← 7:49a
∧ Groups	Nguyen, Duyen (Kim) RE: weight distribution						7:43a
create one.	service.desk@lausd.net Incident IM1801486 has been opened by SHEPARD, BRIELLE and assigned to you.						7:42a
 Browse groups 	Hernandez, Sheilah (No subject)						← 7:41a
	Case, Kevin						✓
	email signature					←Reply ≪Reply all →	Forward
	SJ Schein, Jay Tw 974/2015 7:51.AM Intex						Mark as unread
	To: Goebel, Kim;						
	How to Setup your E-m V						
	1 attachment (254 KB)						
	Jay Schein Food Services Training Specialist (213) 200-1419 Cell jay.schein®lausd.net						
~	We care about your customer service experience with LAUSD Food Services. Let us know how we are doing						*

Click on the "settings" button (🔯) and select "Options"



Click "Layout" and select the "Email signature" option



Fill in your "Signature" information, make sure that the "automatically include my signature on new message I compose" and the "automatically include my signature on messages I forward or reply to" are checked and then click "Save". The signature has now been created and will be on all e-mails sent.