

## Create a Signature in Outlook Web App

## Objective

This document provides instructions on how to create a signature in the Outlook Web App (after your LAUSD mailbox has migrated to Office 365).

The signature you created in the Outlook 2013 desktop client is not automatically applied to messages sent from the Outlook Web App. Therefore, you should consider creating an additional signature for the Outlook Web App.

1. Sign in to your Office 365 account at <u>http://mailbox.lausd.net</u> with your email address and password.



2. Click the gear icon 🌞 in the top right corner of the Outlook Web App page, and select **Options.** 



3. Click the **settings** tab on the left.



4. This opens the mail subtab.



- a. In the **email signature** box, type the text of your signature.
- b. Format your signature or add a hyperlink.

- c. To add your signature to all outgoing messages, select the **Automatically include my signature on messages I send** check box.
- d. Click **Save** to save your changes.



**Tip**: If you don't select the box to automatically add your signature to all outgoing messages, you can still add it to individual messages.

When you create a new mail message, click the INSERT menu and select **your signature** to add your signature.

😂 Julian Isla - Outlook Web App - Internet Explorer									×ロー 合 大 奈
Cffice 365		Outlook	Calendar	People	e Yammer	OneDrive	Sites •••	Julian Isla 👻	₡?
⊕ new mail «	search Mail and People INBOX CO all unread to me flagged	NVERSATION	S BY DATE 👻		To:	X DISCARD	INSERT attachme pictures your sign	APPS     APPS     Inline     Approximation	ت +
▶ Favorites ▲ People * NEW	✓ Alicia Thomber When should we meet next week? Jessica Hylton Trainer SADA Systems	!	¥ ► 9:52a	^	Subject:				
Alicia Thomber 1	Alicia Thomber Friday Meeting Alicia Thomber Calendar aliciat@sad	atrain.onmici	9:02a	l.	Calibri		• 12 •		
⊿ Inbox 9	LAST WEEK								
Newsletters Northwind Pipeline	Alicia Thomber Alicia Thomber has shared 'Documer Here's the document that Alicia Thor	nt' mber shared	Tue 7/1						
Yammer	TWO WEEKS AGO								
Drafts [1] Sent Items Deleted Items 2	Alicia Thomber Thursday's Meeting Should I do anything to prepare for the	next Thursda	<b>6/27/2014</b> y´s						
TASKS	sadatrain.onmicrosoft.com	on Yarr	6/6/2014	~					