



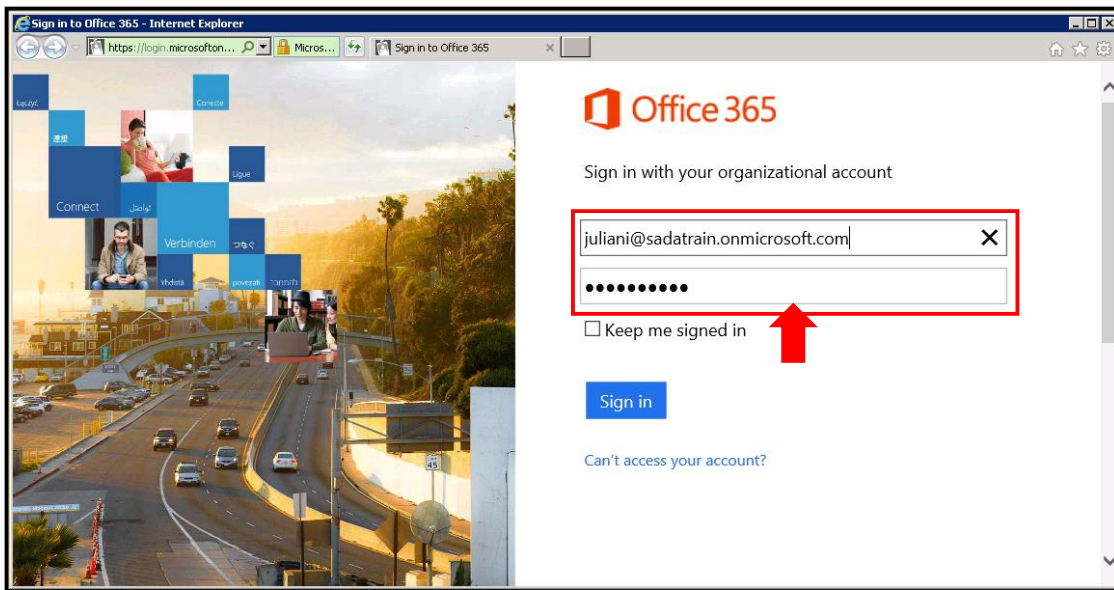
# Create a Signature in Outlook Web App


## Objective

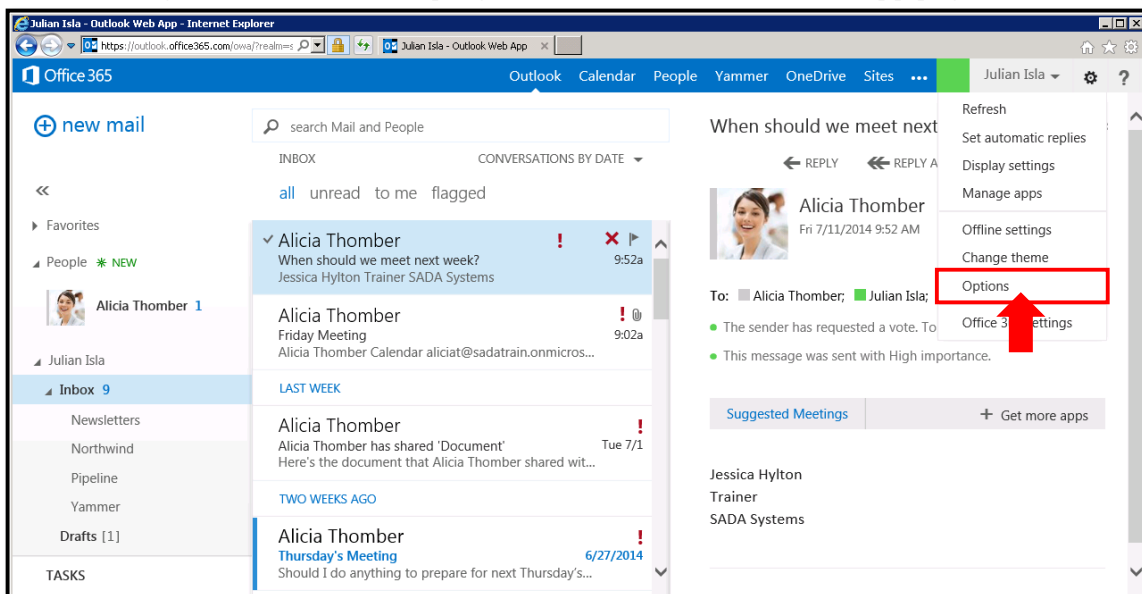
This document provides instructions on how to create a signature in the Outlook Web App (after your LAUSD mailbox has migrated to Office 365).

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.

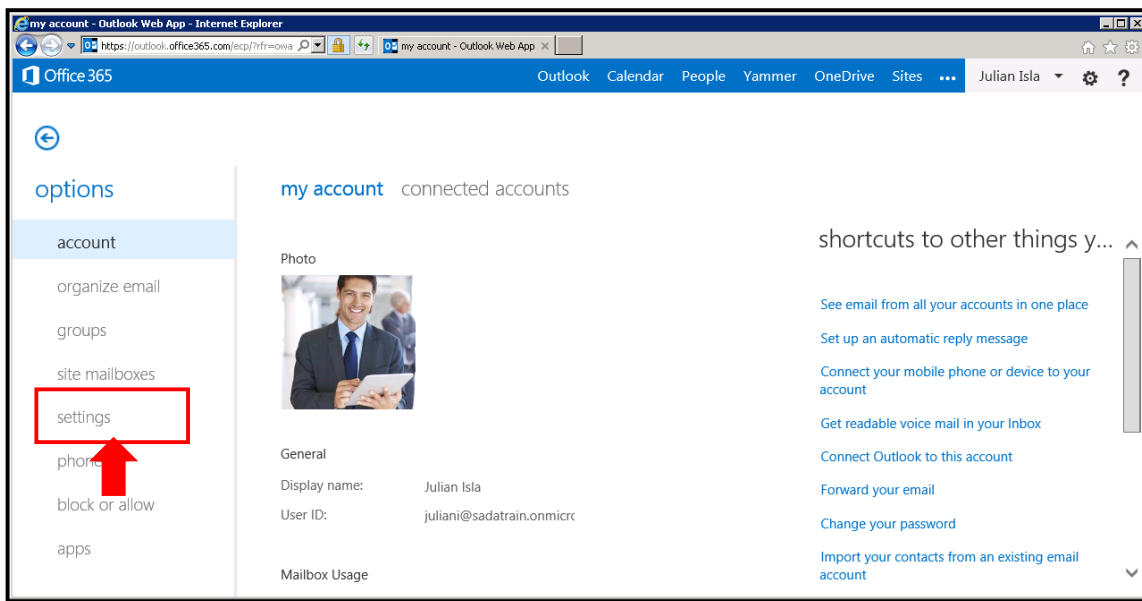
1. Sign in to your Office 365 account at <http://mailbox.lausd.net> with your email address and password.



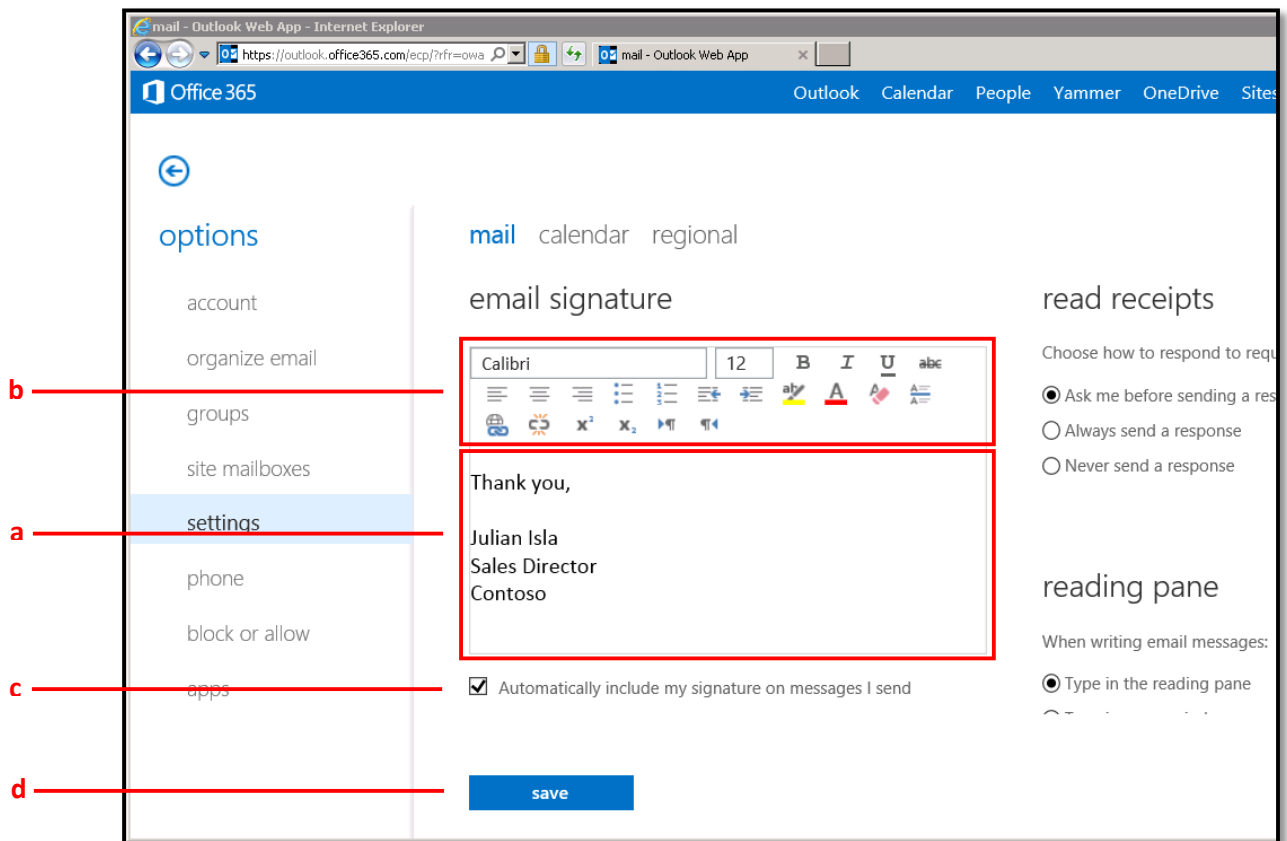
2. Click the gear icon  in the top right corner of the Outlook Web App page, and select **Options**.



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.

