

How to Create an Email Signature

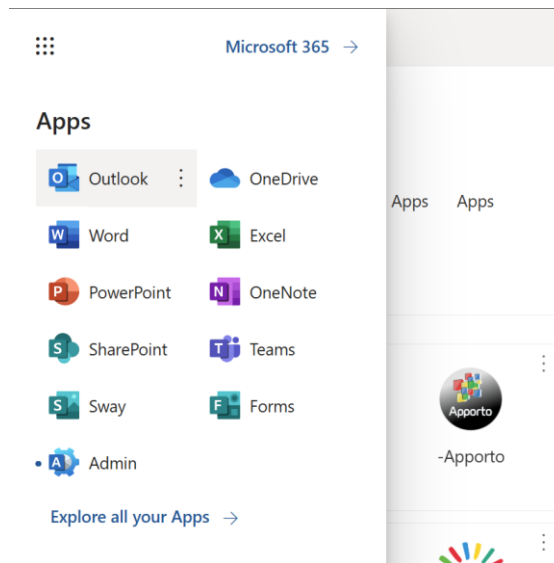
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Introduction

This guide will show how to create an email signature via Outlook Web Application on multiple browsers for different device systems.

Create an Email Signature in Outlook

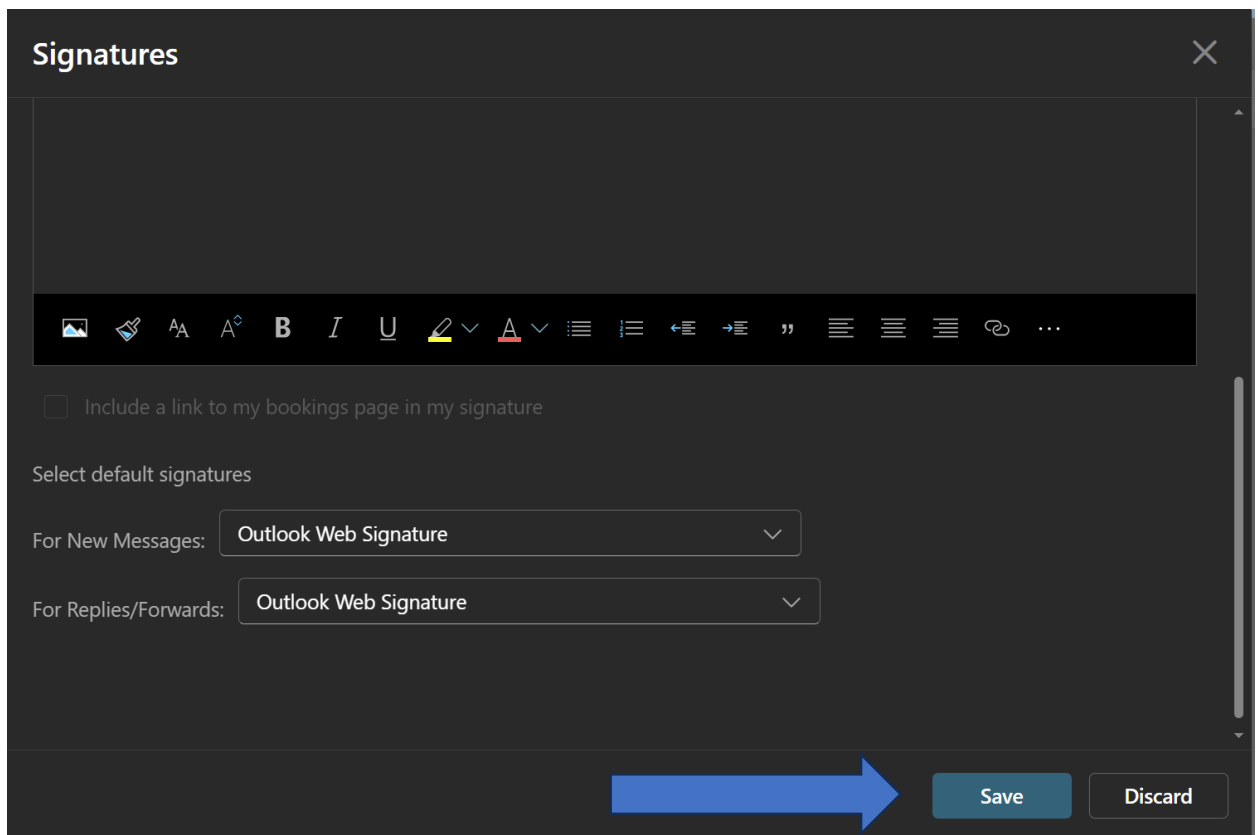
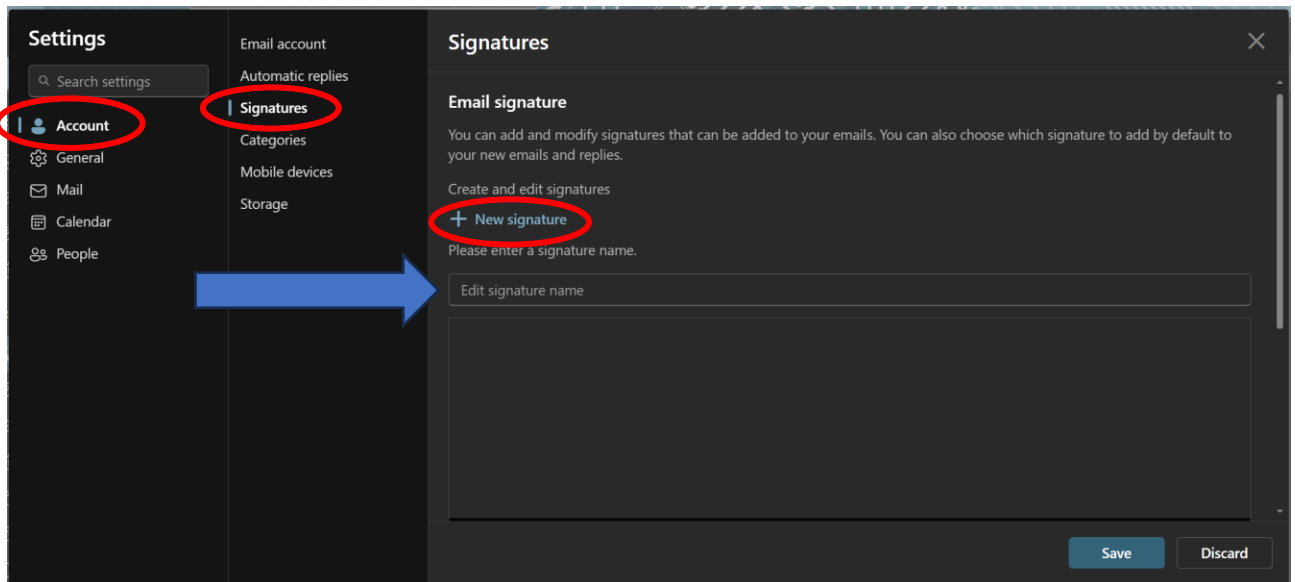
1. To begin go to your [MyApps](#) dashboard via login.southernct.edu to access the [Outlook](#) Online Web Application (OWA).



2. Once the OWA version of Outlook is opened, locate the “Settings” gear icon on the top right of your Outlook banner.



3. In Settings select the “Account” tab and then select “Signatures”. From there choose “+ New signature” to create a new signature and name your signature.



4. Type your desired text and format it as needed adjusting font style, color, and alignment. Select default signatures to “Outlook Web Signature” for new messages and replies/forwards and click "Save" to save your edits.