

OUTLOOK ONLINE

Setting up a Professional Email Signature

Step 1: Copy Your Signature

Navigate to the '**signature.html**' file that WWW.ART Design Services have supplied you. (Ensure you select the **.html** file extension, not **.htm**).

Right click and select **Open With** and select your chosen browser (eg. Chrome).

Your email signature will open in the browser window.

Kind Regards

Fiona Larkings



WWW.ART Design Services

Tailored Website Solutions

Domains | Hosting | Office 365 | Design

📍 9A Billson Street (PO Box 593), Beechworth Vic 3747

☎ 03 5728 3389

🌐 www.wwwart.com.au

Press **CTRL+A** to select all.

Kind Regards

Fiona Larkings



WWW.ART Design Services

Tailored Website Solutions

Domains | Hosting | Office 365 | Design

📍 9A Billson Street (PO Box 593), Beechworth Vic 3747

☎ 03 5728 3389

🌐 www.wwwart.com.au

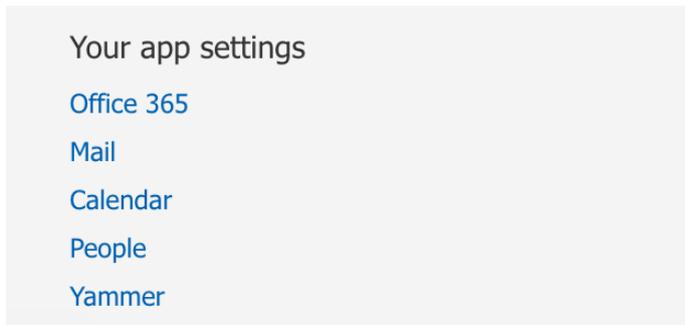
Press **CTRL+C** to copy all.

Step 2: Apply Your Signature

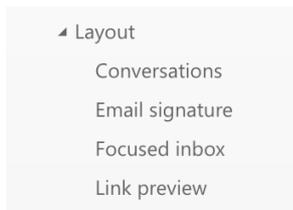
Open **Outlook Online** and navigate to the **settings** panel.



Under Your **App Settings**, select **Mail**



Select **Email Signature**



Paste your email signature into the dialog box and check both boxes.

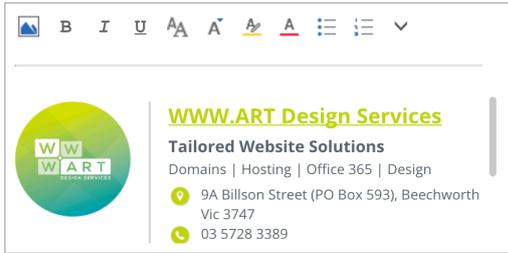


Tailored Website Solutions

Domains • Hosting • Office 365 • Design

Email signature

- Automatically include my signature on new messages I compose
- Automatically include my signature on messages I forward or reply to



Save your signature.