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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.

www.wwwart.com.au

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

contact@wwwart.com.au



Tailored Website Solutions

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| Kind Regards Fiona Larkings | | |
|--------------------------------|---|--|
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Press CTRL+A to select all.



Press CTRL+C to copy all.

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Step 2: Apply Your Signature

Open Outlook Online and navigate to the settings panel.



Under Your App Settings, select Mail

| Your app settings |
|-------------------|
| Office 365 |
| Mail |
| Calendar |
| People |
| Yammer |

Select Email Signature



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

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Email signature

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



Save your signature.

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