Creating Signatures in the Outlook Web App

The following explains how to create a KSU-standard email signature within the Outlook Web App:

**Note:** Signatures created in the Outlook Web App will only appear when sending emails from the Web application. When using the Microsoft Outlook 2016 for the PC, you will need to re-create your signature in the program for it to appear in emails sent from the desktop client. For instructions on how to create signatures in the desktop client, refer to our Creating Signatures for Microsoft Outlook 2016 for the PC documentation, located on the UITS documentation center.

1. In the Firefox or Chrome browser, navigate to [http://styleguide.kennesaw.edu/email-signature.php](http://styleguide.kennesaw.edu/email-signature.php).
2. The Email Signature page will appear. Complete all **fields** of the form to build out your email signature (See Figure 1).

3. As the fields are completed, the signature builder will populate with your information. When finished, click the **signature builder** (See Figure 1).

4. Your signature will be copied to the clipboard.

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Figure 1 - Signature Builder
5. In the *Outlook Web App*, click the **Settings** button on the top menu bar.

![Click the Settings Button](image)

**Figure 2 – Click the Settings Button**

6. Under the *Your app settings* in the **Settings** pane, click **Mail**.

![Access Outlook 2016 Options](image)

**Figure 3 - Access Outlook 2016 Options**

7. You will be taken to *Mail Options*. Click **Email signature**, located under the *Layout* section.

![Email Signature](image)

**Figure 4 - Email Signature**
8. You will be taken to the *Email signature* page. Click on the **Email Signature** area (See Figure 5).

9. Press **CTRL + V** to paste your signature into the signature area (See Figure 5).

10. Click the **checkbox** next to *Automatically include my signature on new messages I compose* and *Automatically include my signature on messages I forward or reply to* (See Figure 5).

11. Click **Save** (See Figure 5).

12. Your new KSU-standard email signature will be saved. Click **Options** to return to your **Inbox** (See Figure 5).

![Figure 5 - Insert KSU-Standard Email Signature](image-url)