Creating Signatures in the Outlook Web App

The following explains how to create signatures in 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 *Outlook Web App*, click the **Settings** button on the top menu bar.

![Figure 1 – Click the Settings Button](image)

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

![Figure 2 - Access Outlook 2016 Options](image)
3. You will be taken to Mail Options. Click Email signature, located under the Layout section.

![Figure 3 - Email Signature](image)

4. You will be taken to the Email signature page. Type your preferred Email Signature (See Figure 4).

5. To insert a picture, click the Insert Picture button (See Figure 4).

![Figure 4 - Insert Picture](image)

**Note:** It is recommended that you resize your picture prior to uploading it to Outlook Web.

6. Navigate to and select the picture you wish to upload (See Figure 5).

7. Click Open (See Figure 5).

![Figure 5 - Adding Pictures](image)
8. Indicate where you wish to automatically include your signature (See Figure 6).
9. Click Save (See Figure 6).

![Figure 6 – Creating your Signature]

10. Your signature will be saved. Click Options to return to your Inbox.

![Figure 7 - Click Options]