Creating Signatures in the Outlook Web App

Microsoft 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 client version of Microsoft Outlook, 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 documentation, located on the UITS documentation center at https://uits.kennesaw.edu/cdoc.

1. In the Firefox or Chrome browser, navigate to https://emailssignature.kennesaw.edu.
2. The Email Signature Login page will appear. Enter your NetID and Password (See Figure 1).
3. Click Login (See Figure 1).

![Email Signature Login](image)

*Figure 1 - Email Signature Login*
4. The *Email Signature* page will appear. Enter your *NetID* in the *Faculty/Staff Finder* field and your information will auto populate throughout the rest of the form. Double-check the fields for accuracy (See Figure 2).

5. The signature builder will populate with your information. When finished, click the *signature builder* (See Figure 2).

![Email Signature](image)

**Figure 2 - Signature Builder**

6. Your signature will be copied to the clipboard.
7. In the *Outlook Web App*, click the *Settings* button on the top menu bar.

![Outlook Settings](image)

**Figure 3 – Click the Settings Button**
8. In the Settings pane, click **View all Outlook settings**.

   ![Figure 4 - View all Outlook Settings](image)

9. You will be taken to **Mail Options**. Click **Compose and reply**.

   ![Figure 5 Compose and Reply](image)
10. You will be taken to the *Email signature* page. Click on the *Email Signature* area (See Figure 6).
11. Press **CTRL + V** to paste your signature into the signature area (See Figure 6).

12. Click the **checkbox** next to *Automatically include my signature on new messages that I compose* and *Automatically include my signature on messages I forward or reply to* (See Figure 6).

13. Click **Save** (See Figure 6).

14. Your new KSU-standard email signature will be saved. Click **X** to close the window and return to your *Inbox* (See Figure 6).

![Figure 6 - Insert KSU-Standard Email Signature](image-url)