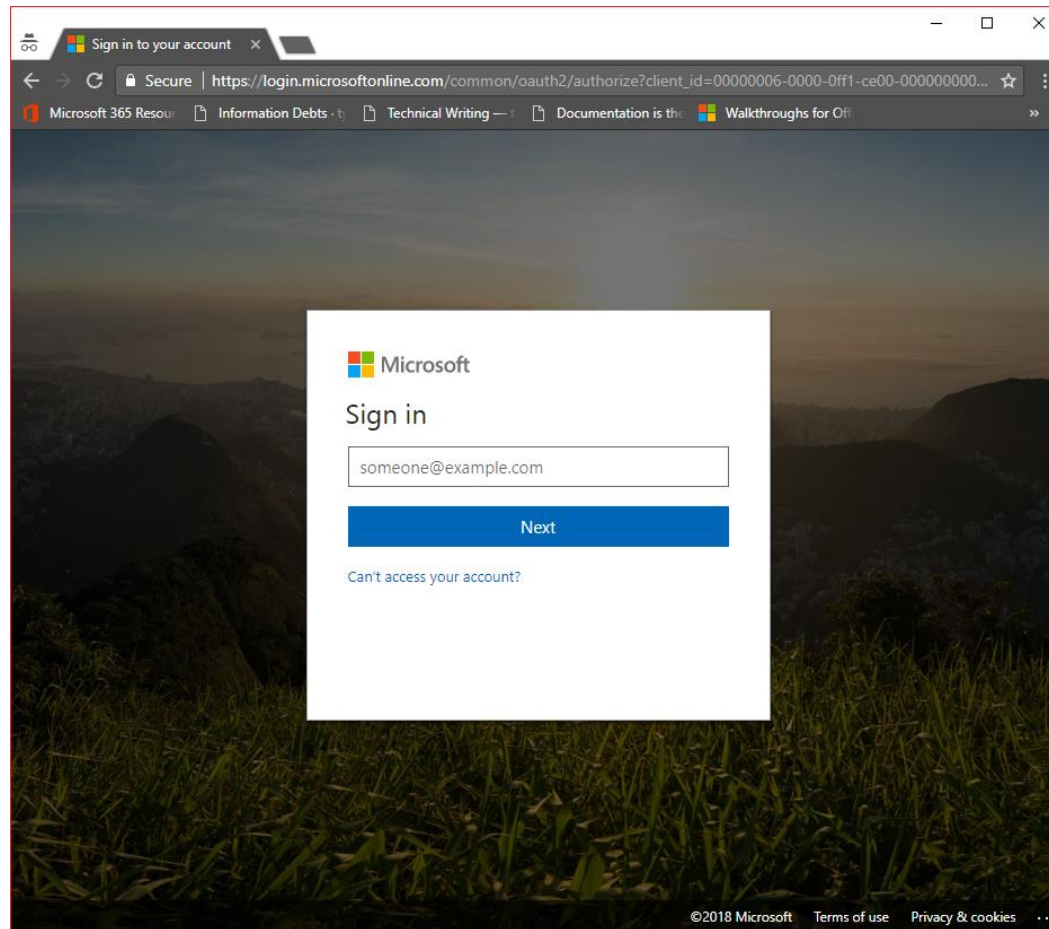


Office365: Create a signature using Outlook On the Web - KB0011348

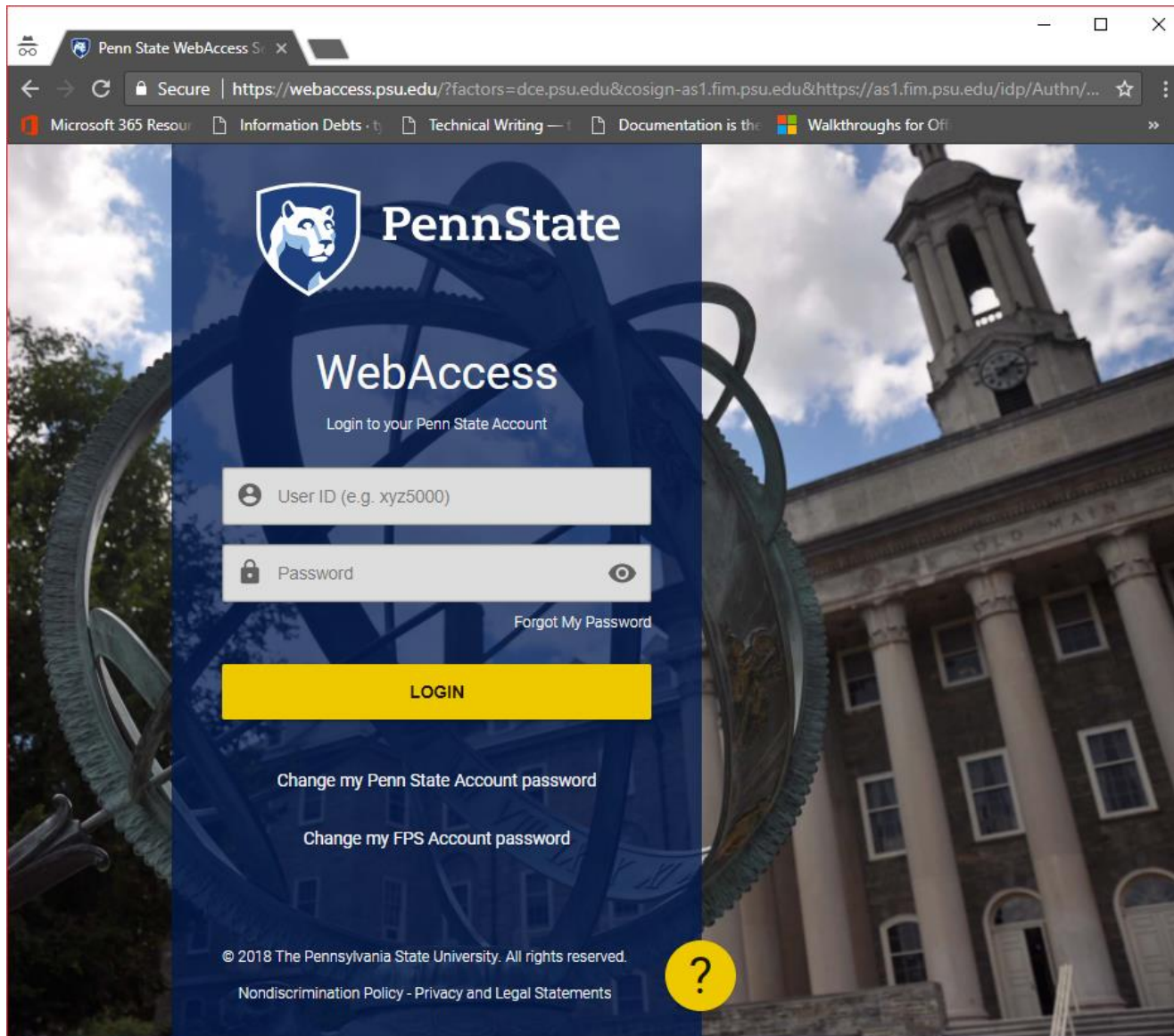
Create a Signature:

Step 1: Visit <https://portal.office.com>

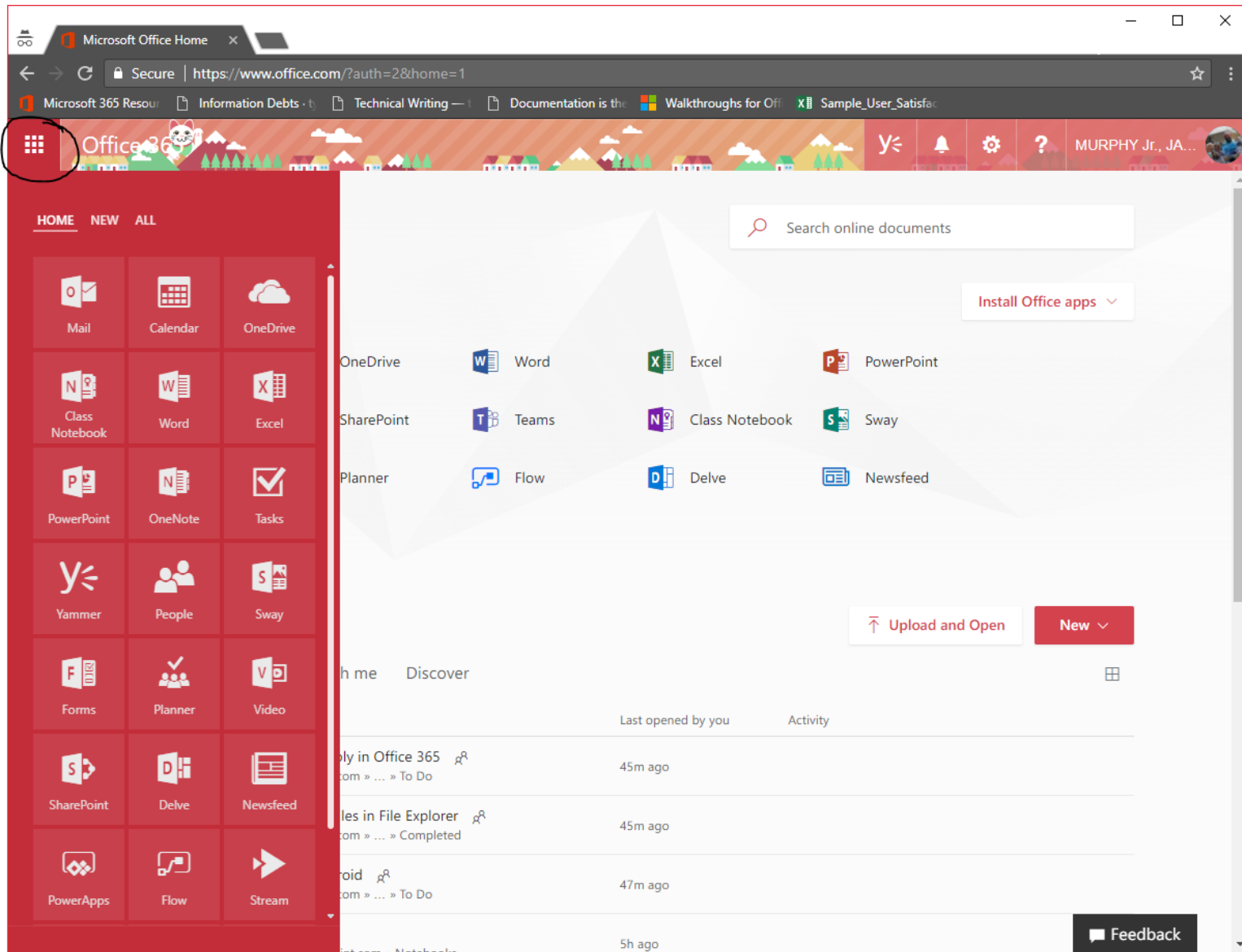
Step 2: Enter your Penn State Email address (xyz123@psu.edu).



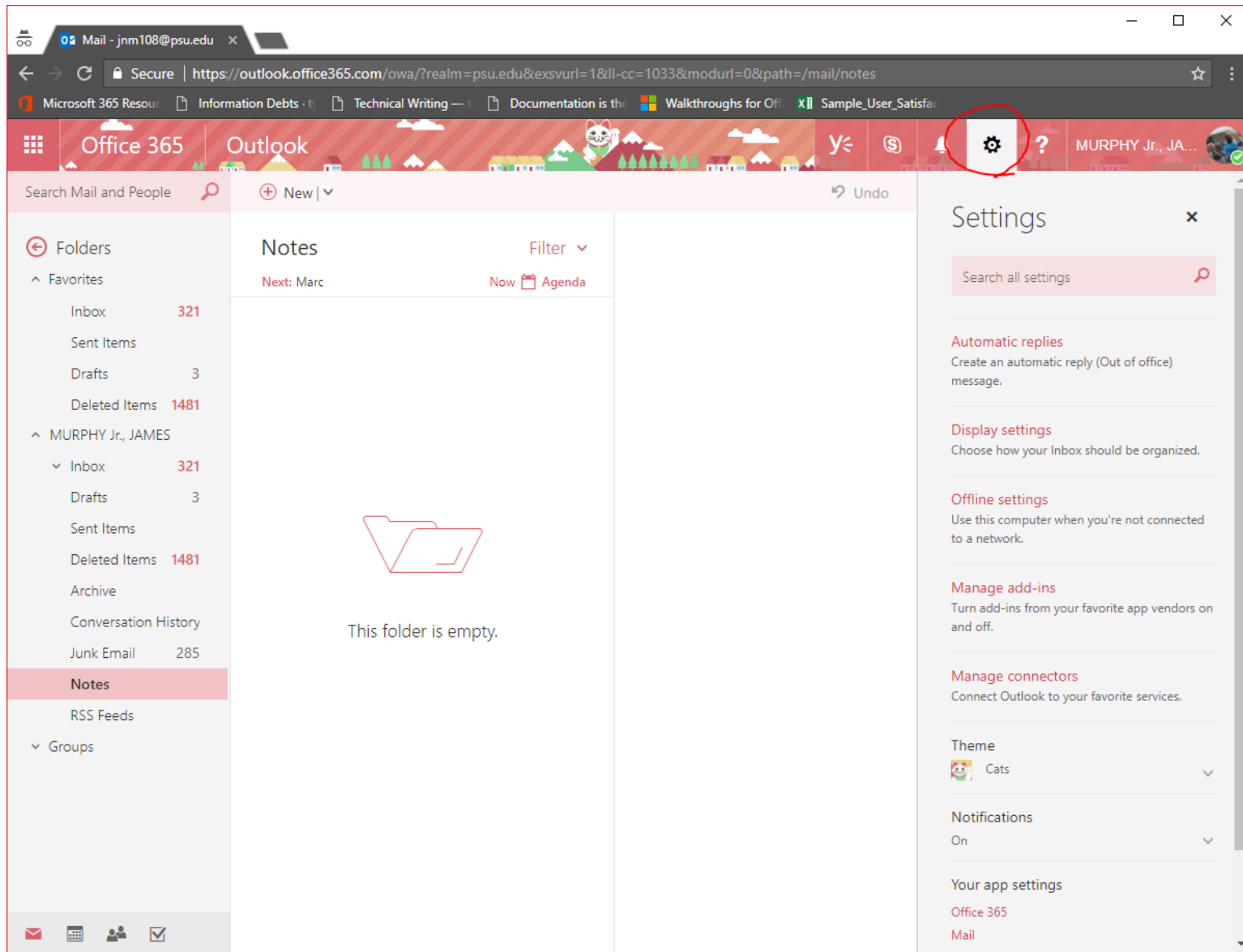
Step 3: You will be prompted to authenticate through WebAccess. You may also be prompted to authenticate using 2FA.



Step 4: Click on the **Waffle** in the top left of the Office 365 landing screen. Click on **Mail**.

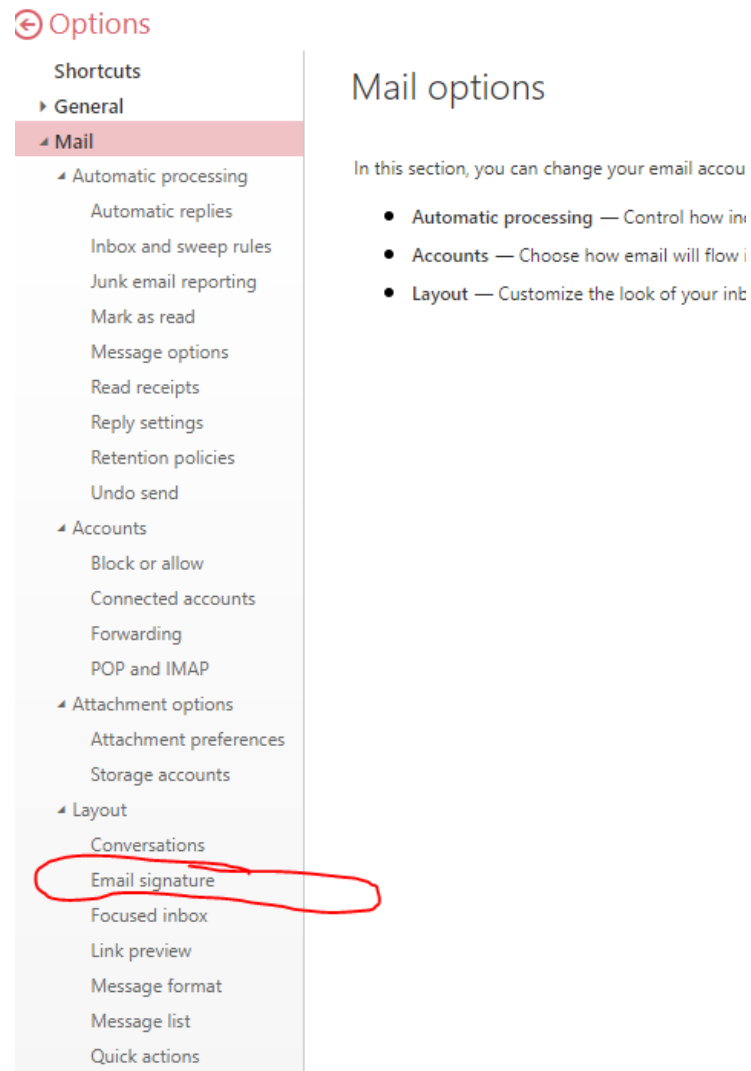


Step 5: Click the GEAR in the top right of the Outlook screen.



Step 6: Click on **Mail** towards the bottom right where the gear pops out (Your app settings).

Step 7: In the left menu, under **Mail**> **Layout**> click **Email signature**.




Step 8: Choose **when** to use the signature, enter the desired signature in the box provided.

 Save  Discard

Email signature

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



|

Step 9: Click **Save**.