

To create a signature on the Outlook Web App:

- Once you have signed in, click on your outlook inbox link to get to your inbox
- In the upper right hand side of the screen, click on “Options”, (circled in red in the picture below), then click on “See all options...”



- Click on “Settings” on the left-hand side of the screen.
- In the “E-Mail Signature” box create your signature and put a check mark in the “automatically include my signature on messages I send” box.
- Click on “Save” in the lower-right hand side of the screen and you should be all set.

Outlook Web App

sign out Jason Walker

Mail > Options: Manage Myself

My Mail

Account

Organize E-Mail

Groups

**Settings**

Phone

Block or Allow

Mail Calendar General Regional

### E-Mail Signature

Tahoma 10 B I U

Sincerely,

Jason Walker  
Level 1 Tech  
Waldon Middle School  
248-391-1100 x4624

Automatically include my signature on messages I send

### Message Format

Always show Bcc

Always show From

Compose messages in this format: HTML

Choose message font: Tahoma 10 B I U

### Read Receipts

Choose how to respond to requests for read receipts.

Ask me before sending a response

Always send a response

Never send a response

### Reading Pane

Choose when items should be marked as Read.

Mark the item displayed in the Reading Pane as Read

Wait 5 seconds before marking the item as Read

Mark the item as Read when the selection changes

Don't automatically mark items as Read

### Conversations

Sort messages in the conversation Reading Pane in this order:

Newest message on top

Newest message on bottom

Choose how to sort the messages in List View in an expanded conversation.

Match the sort order of the Reading Pane

Show the conversation tree

Save