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.