HOW TO SET UP AN EMAIL SIGNATURE IN OUTLOOK 365

1. Download the Email Signature Instructions Packet.

2. Log in to outlook.office.com.

3. Click on the gear at the top right for your **settings**.

4. Scroll down under to the bottom of the "**settings**" and click on **"View all Outlook settings"**.

5. The options panel opens up on the left.

6. Your choice is defaulted to **Mail > Layout**.

7. Choose **Compose and Reply** under **Layout**.

8. In the text box, copy and paste the sample signature from the Email Signature Instructions document (in the Packet, above) and update it with your information.

9. Choose the insert picture tab to insert the InFaith email signature artwork (found in the Email Signature Instructions Packet, above).

10. Select the **Automatically include my signature on new messages I compose** check box.

11. Click **Save**.