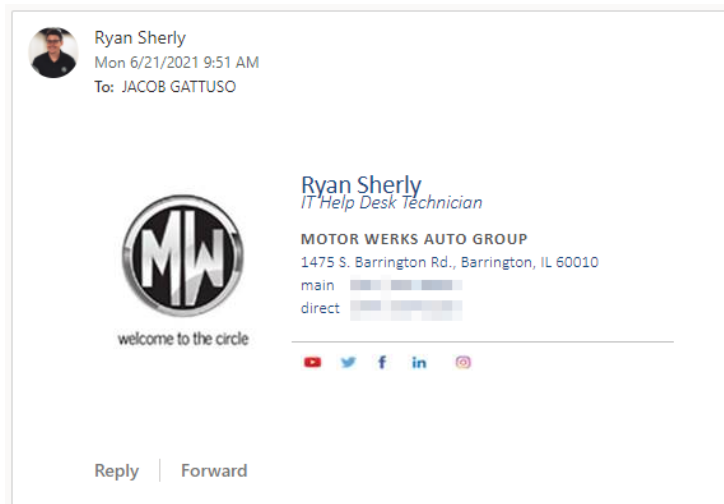


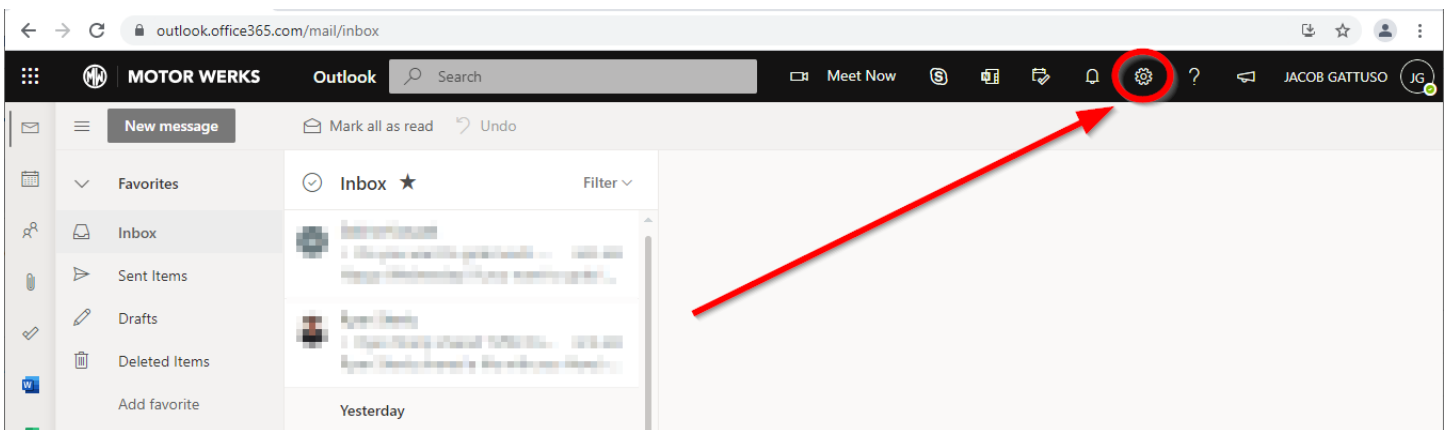
Creating an Email Signature

Outlook Website

- Creating a signature at <https://www.outlook.office365.com> is a little tricky because copying and pasting signatures from other sites results in pictures not showing up. The way around this is to copy and paste someone's signature from inside the website.
- Go to your Mail tab and select an email with a signature at the bottom. **Copy** the signature.



- Click the **Settings** button (shown below) in the top right corner of the webpage.



- In the Search bar under **Settings**, type in "signature" and select **Email signature**.




- You should be redirected to this screen where you can create your email signature in the space provided. Paste the signature in the text box and edit the information inside to make it your signature.

Compose and reply




Email signature

Create a signature that will be automatically added to your email messages.

2 →  → **Jacob Gattuso**
IT Intern ← 1

MOTOR WERKS AUTO GROUP
1475 S. Barrington Rd., Barrington, IL 60010
main (847) 381 8900
direct (224) 288 6569 ← 3

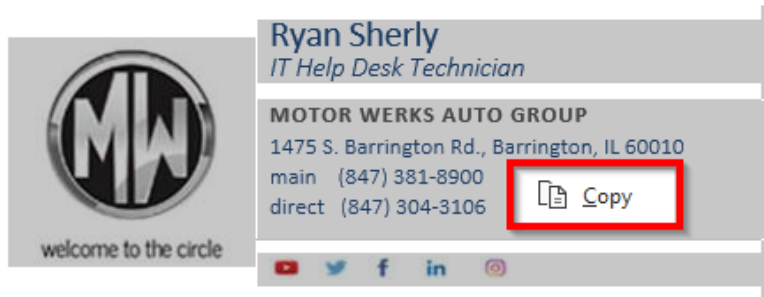
welcome to the circle 

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

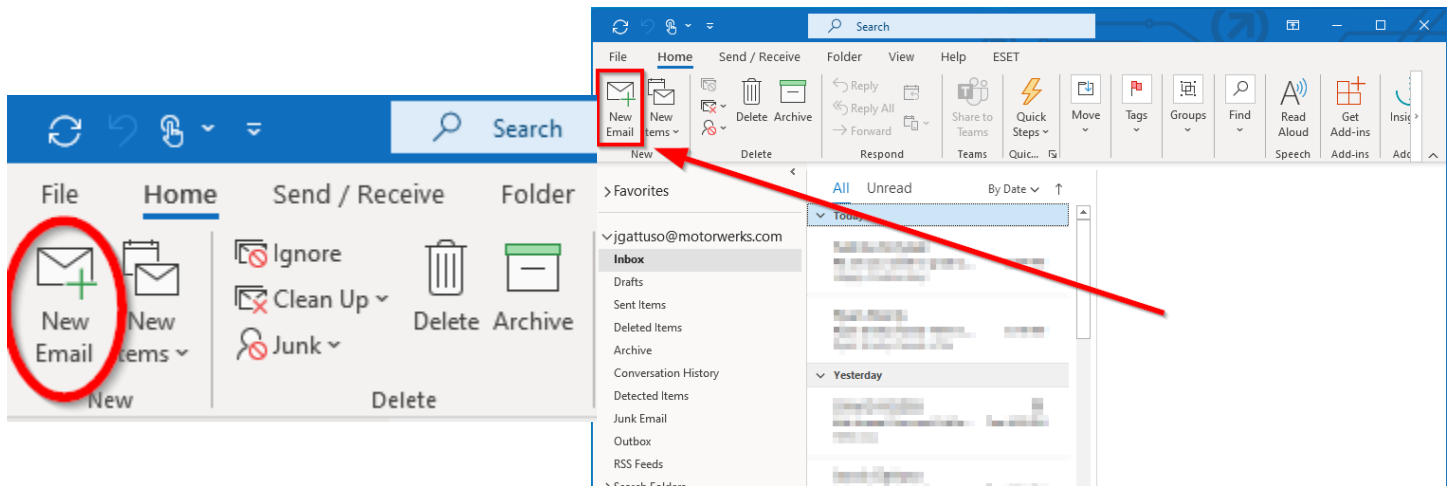
- What to change:
 1. **Name**
 2. **Job**
 3. **Phone numbers** (main and direct)
- You have finished creating your signature. There are additional options for when to include your signature in an email, and you can choose to check or uncheck the boxes based on personal preference.

Outlook App

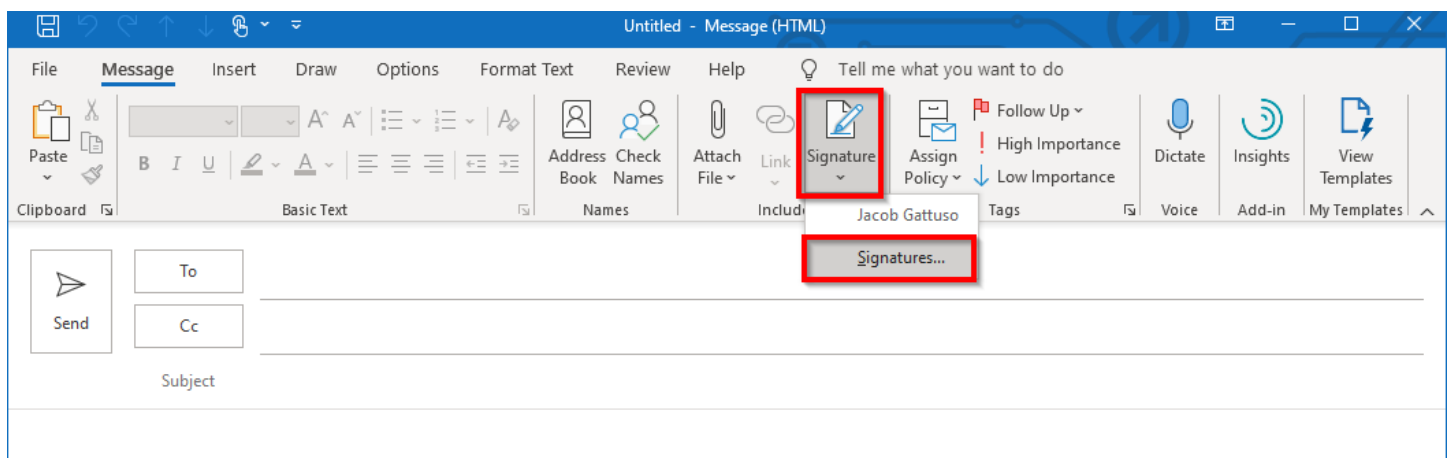
- Open the Outlook App and open an email with a Motor Werks signature at the bottom.
- **Copy** the signature or download the signature from the template attached to the article.



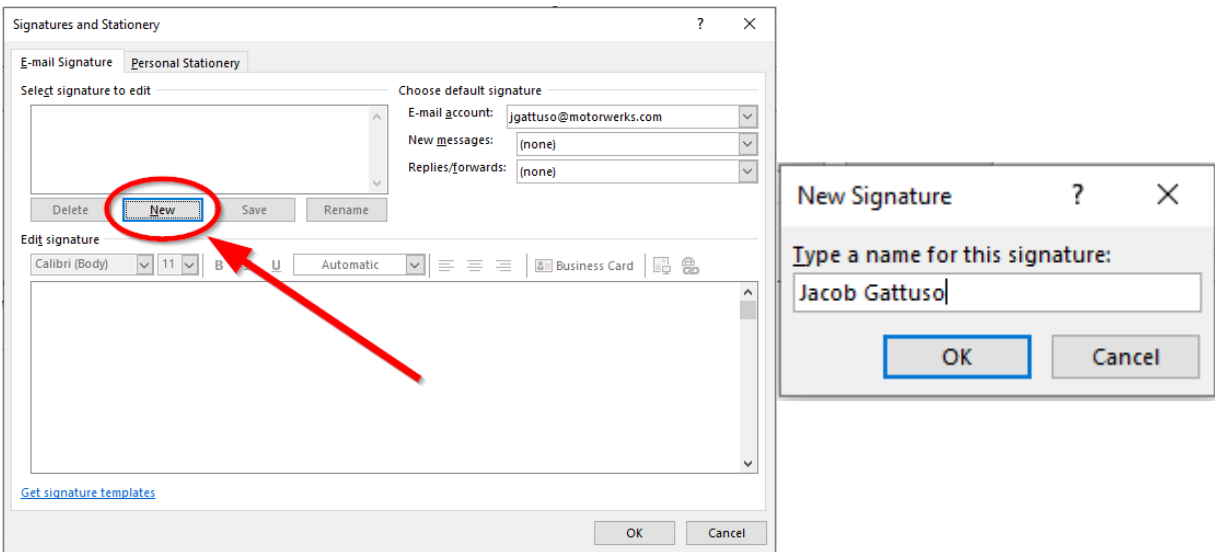
- Create a **New Email** found in the top left corner of the window.



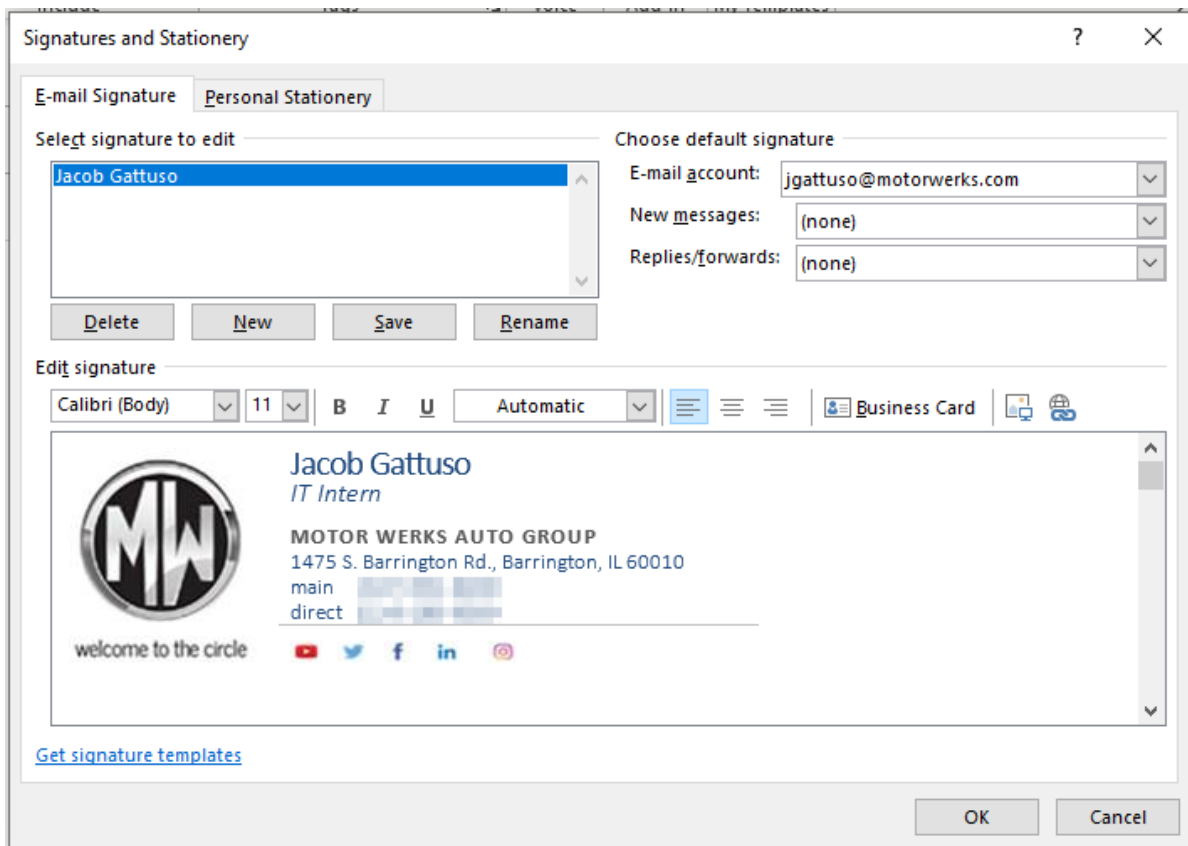
- Under the **Message** tab (opened by default) you should see an option called Signature in the middle of the toolbar. Click on **Signature**. Then click on **Signatures...**



- This will bring you to a new pop-up window. This window shows all your signatures, their contents, and which email account to attach them to. Click **New** to create a new signature. Type in the name of your signature and press **OK**.



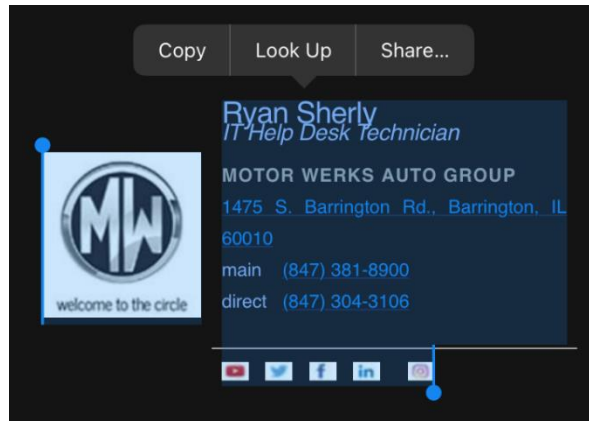
- It will now show your newly named signature with an empty body at the bottom. This is where you create your signature. You can either create a new one from scratch, use a template, or copy and paste someone else's signature, then replace their information with yours. Choose one of these options and create your signature. Click **OK** once you are done.



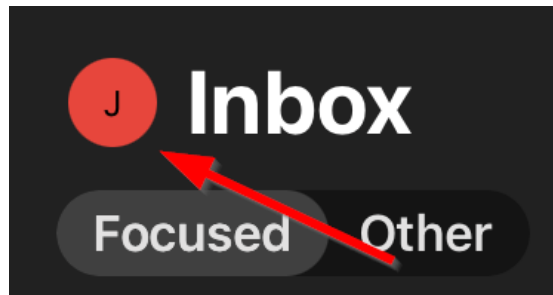
- You have now successfully created a signature. There are additional options for when to use the signature and which account it is linked to. These options are all based on personal preference.

Outlook Phone App

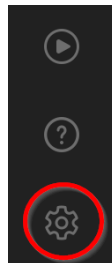
- Open the app and open an email that contains a Motor Werks signature. **Copy** the signature or download the signature template attached to this article.



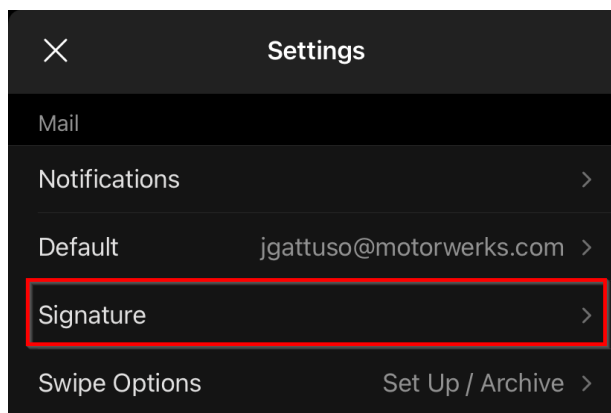
- Go to your main menu (click on the icon with your picture or initials).



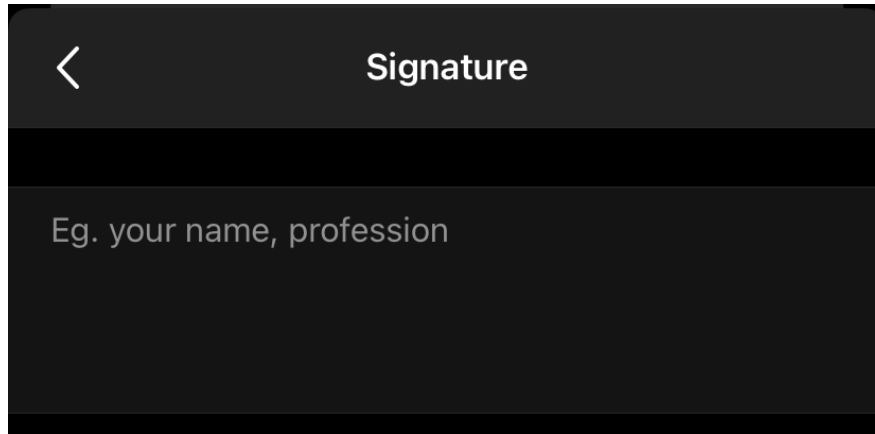
- Click on the **Settings** button in the bottom left corner (looks like the one below).



- Go to the **Mail** section and select **Signature**.



- Paste your signature in the space provided and replace the information inside with your own. **This includes changing the name, job, and phone number(s).**
 - It might show up with white lines when you first paste the signature, but they will go away after you press the **Back (<)** button.



- Your signature should now be saved for your mobile device.

