

How to Edit Your Email Signature in Outlook 365 (Online)

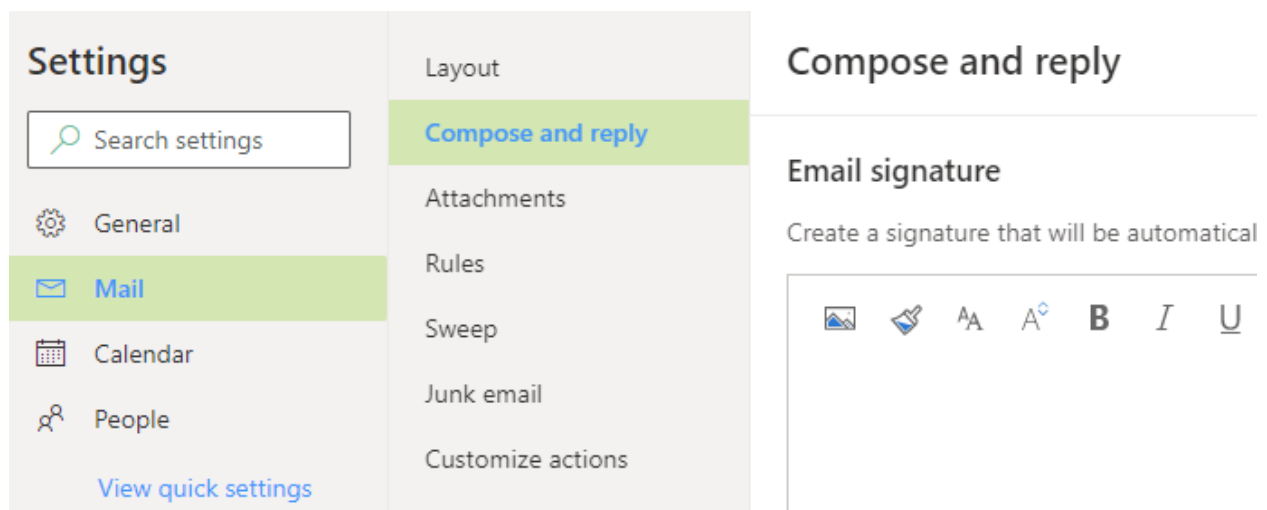
1. Navigate to your Outlook 365 email.
2. Then locate the “Settings” wheel in the top ribbon menu.



3. Next a pane will open on the right side of your screen. Look towards the bottom of this pane for the “View all Outlook settings” link. Click on it.

[View all Outlook settings](#)

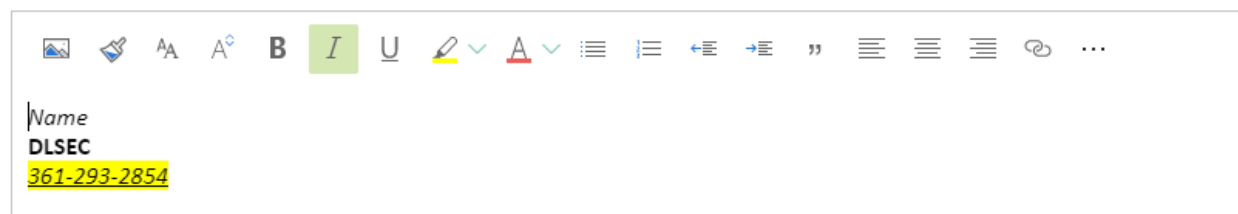
4. Next go to Mail < Compose and reply.



You can update, edit, and change email signatures from the text box. You can bold, italicize, underline, highlight, align, etc.

Email signature

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



Once you have created the signature that you would like to use. Click the “Save” button located at the bottom right of the pane.

Save

Discard