

How to Setup an Outlook Email Signature – Mobile

Set up a Signature for Mobile

1. Tap the menu bar icon in the top left corner of your screen.



The menu bar icon may also appear as the Office 365 icon, like this one:



2. Tap on the Settings icon to open Outlook settings. It is located on the bottom left side.



3. Scroll down to Signature and tap on the Signature section to change or remove it.



4. To remove the signature, erase the whole sentence and save it as your signature. To change the signature, erase what is there and then type how you would need it.