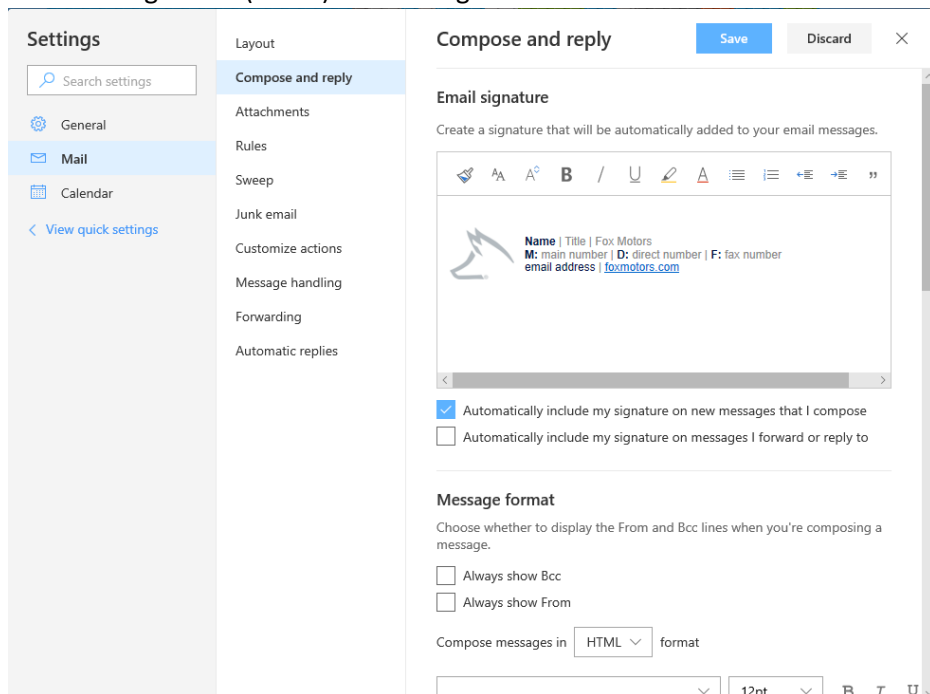


How to add a signature block using Outlook Web Access

1. Pull up the signature block templates at <http://www.dpfox.com/emailsignatures>
2. Log into your email account at <https://outlook.office.com>
3. Open the Email signature settings using the link or steps below
Link: <https://outlook.office.com/mail/options/mail/messageContent/signature>
 - a. Click the gear icon at the top of the screen
 - b. Click View all Outlook settings at the bottom
 - c. Click Mail on the left
 - d. Click Compose and reply in the middle
4. Set up your signature
 - a. Highlight then copy (Ctrl-C) the signature that pertains to you from the template page
 - b. Paste the signature (Ctrl-V) into the signature box in Outlook Web Access



- c. Customize the signature with your contact information
 - d. Click Save
5. Test the signature by creating a new email message, the new signature should appear at the bottom of the new message.