**How to Create or Update your Signature in Outlook Web App**

**Applies to:**  Microsoft Outlook Web App (mail.queens.edu)

**Important:** If you use Outlook and Outlook on the web (mail.queens.edu), you need to create a signature in each.

**To Configure Your Signature in Outlook Web App:**

1. Log into Outlook on the web using your account credentials.
2. Click on the **Settings** icon and then expand the **Mail** option



1. Under Layout, click Email signature.



1. Highlight and copy the text from the template below

**Note:** (for now don’t copy the image-we’ll do that separately in the next step)

FIRST NAME LAST NAME

TITLE

Department

xxx.xxx.xxxx | direct­­

xxx.xxx.xxxx | cell

xxx.xxx.xxxx | fax



1. Now, past the text into the signature box in the Outlook Web App



1. Next, change the template text to your personal information
2. Right-click the blue Queens image located below the template text from step 4 above and select **Copy**
3. Place your cursor in the signature box below your name and contact info
4. Press **Control-V** to past the image into the signature box



1. Click the Save button to save your changes.
2. That’s it, you are now finished!