Set up Signature for Office 365 Outlook Web Access (OWA)

Access the Help Menu
1. Log in to Outlook Web Access (OWA)
2. Click on the “?” icon in the top right corner of the window.
3. Type “Signature” in the search bar
4. Click on “Email Signature” to open the signature creation window.

Create Signature
1. Most departments use a standard signature template. If this is your first time creating a signature, please follow your department signature guidelines.
2. If you previously had a signature set up, you can copy and paste it from an email you sent prior to the transition to Office 365.
3. Create or paste your signature into the text field.
4. Check both boxes to automatically include your signature (recommended).
5. Click “OK” to complete your signature.