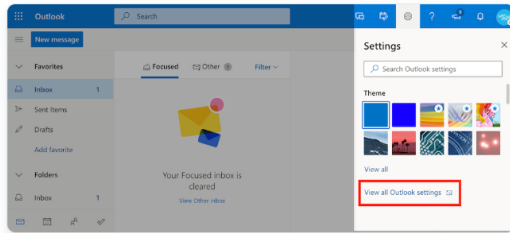


STEP 1

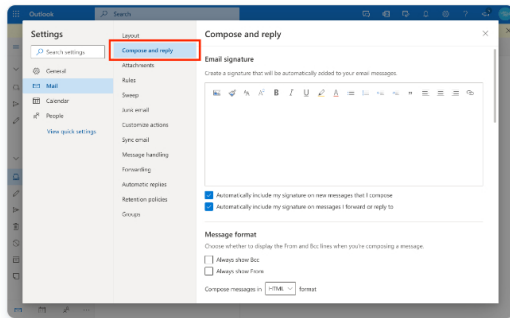
Find email signature editor in Outlook 365 settings



- Sign in to your Outlook in Office 365 or Outlook web app.
- Click on the gear icon for Outlook Settings in the top right of the screen > Scroll down the settings menu that opens on the right > Click on "View all Outlook settings"

STEP 2

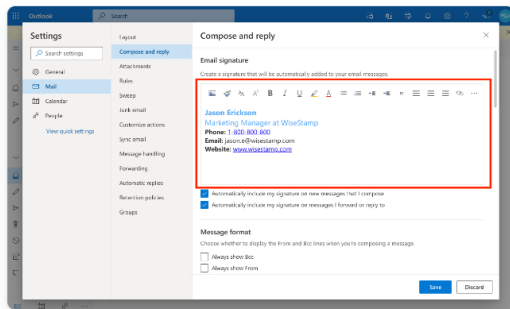
Open Outlook 365 signature editor



- Select "Compose and reply" from the left sidebar.

STEP 3

Create new signature in Outlook 365



- Under "Email signature", click inside the text box, and create your signature by simply typing in your details (It's recommended that you use the accepted email signature format, as seen in the example)