



How to update your Signature in Outlook

1. Click on File.	Office Account	
1. File 2. Feedback		
2. Click on Options.	Exit	
3. Click on Mail.	Outlook Options	?
4. Click on Signatures.	Groups Change the ed People <u>C</u> ompose mess Tasks ✓ Show <u>t</u> ext p	iting settings for messages. Editor Options sages in this format: HTML vredictions while typing ①
	Language Accessibility Advanced	ck spelling before sending Spelling and Autocorrect inal message text in reply or forward fy signatures for messages.
Customize Ribbon Signatures and Stationery E-mail Signature Dersonal Stationery Select signature to edit		
6. Type in the name of the signature you want. Click OK.		
7. Fill out your Signature in the Edit signature box. Click Save. Galibri (Body) 11 B I U Sincerely, Yan Yi Lai Application Analyst		
8. Make sure your default signature is on for New messages and Replies/forwards. New messages: Application Analyst Replies/forwards: (none) 8. Application Analyst		