Step 1: From the One.Dana home page select the tile menu in the top left corner of the page.

|            | SharePoint   | DANA  |  |                  |  |
|------------|--|---|--|------------------|--|
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| OneDana    | Contents Business Unit  Plants Corporate  Careers Ethic  | s 💉 EDIT LINKS  |  | Search this site |  |
|            |  | Global Communications<br>Meeting Thursday<br>August 4th                             | Wednesday,<br>July 27<br>DAN Quote: (20 min delay)<br>1 3.7775<br>USD<br>0.12 (+0.842%)<br>See that feature you may have been waiting for in<br>Outlookread more |                  |  |
|            | Attention All Employees - Dana to Host Global C<br>video streaming of the meeting will be available at a | ommunication Meeting on Thrusday, Aug, 4, at 8:30 a.m. EDT Live<br>most facilities. |  |                  |  |
| , ●; O: O  |  |   |  |                  |  |
|            | Featured Topics  |   |  |                  |  |
|            |  |   |  |                  |  |

Step 2: From the expanded menu select Mail from the tile menu.

|                  | S                  | SharePoint |               |                   |  |  |  |
|------------------|--------------------|------------|---------------|-------------------|--|--|--|
|                  | 0<br>Mail          | Calendar   | People        | OneDrive          | SharePoint                                     |  |  |
|                  | Tasks              | Word       | X II<br>Excel | P 皆<br>PowerPoint | N E<br>OneNote                                 |  |  |
|                  | Admin              | D -        | V D<br>Video  | Sway              | Store  |  |  |
|                  | <b>Y</b><br>Yammer | Power BI   | Planner       |                   | 5.000 Becksecks in 43<br>States i sentities (1 |  |  |
| View all my apps |                    |            |               |                   |  |  |  |

Step 3: From Outlook Online select the cog icon on the top right of the the page.



Step 4: From the new dropdown menu select Mail at the bottom.



Step 5: On the left of the page a new menu will appear. Under the Layout tab select Email signature.



Step 6: Copy and paste your signature from the \*\*\*\* documents into the text field making sure to keep the formatting. Click the Save icon at the top of the Email signature page.

