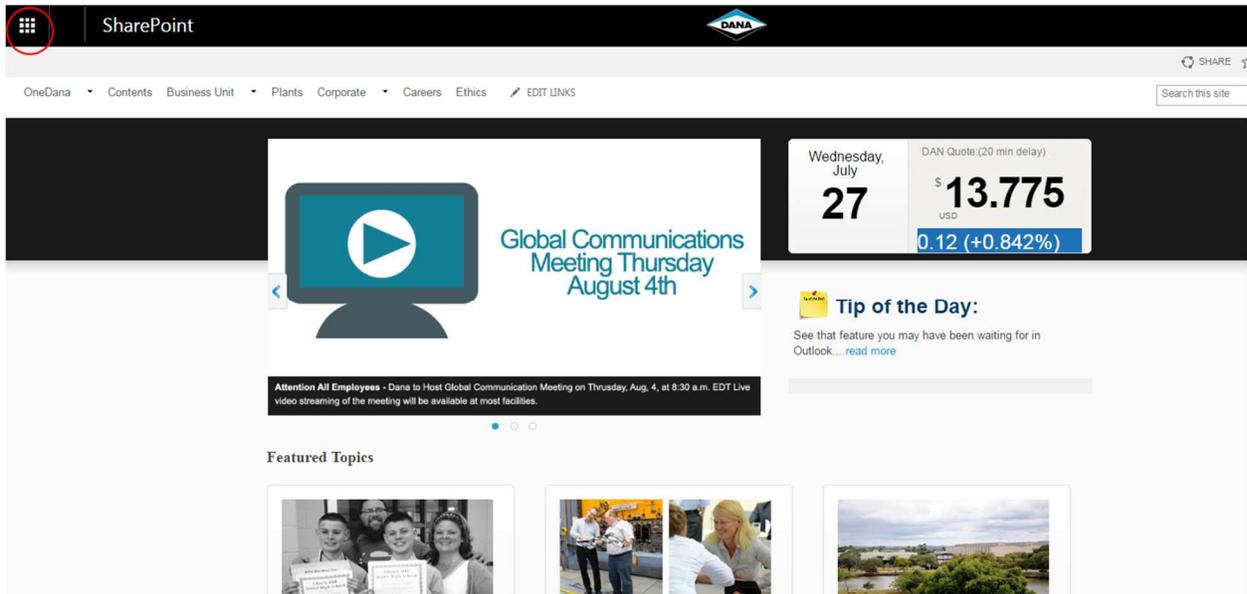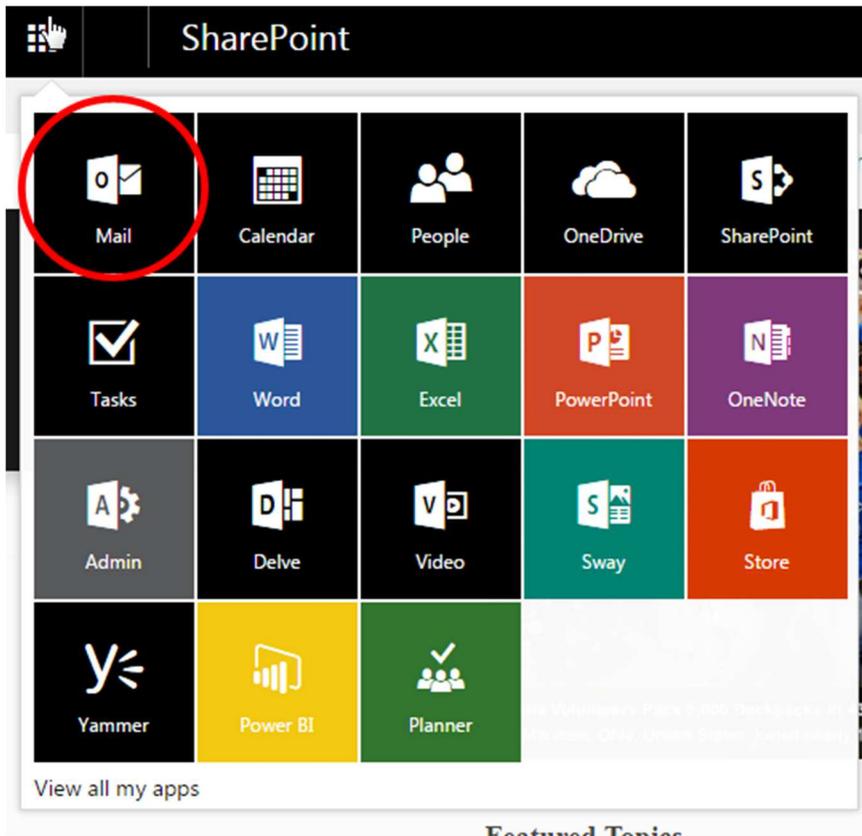Step 1: From the One.Dana home page select the tile menu in the top left corner of the page.
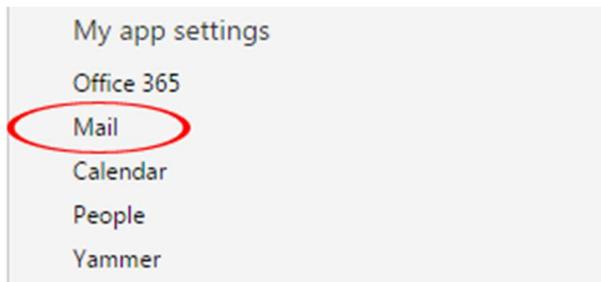

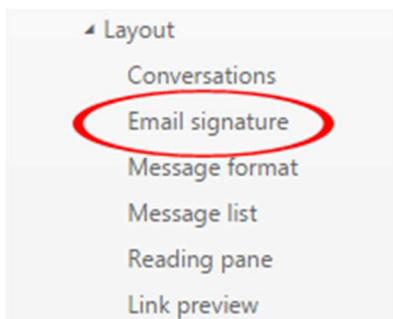Step 2: From the expanded menu select Mail from the tile menu.

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.

💾 Save　　　✖ Discard

Email signature

☐　Automatically include my signature on new messages I compose

☐　Automatically include my signature on messages I forward or reply to

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