Step 1: In your OWA app click the 3 bars on the top left of the app.



Step 2: Click the cog icon on the top right of the new menu:



Step 3: Select Email signatures from the menu

Automatic replies

Time zone (UTC-05:00) Eastern Time (US & Canada)

Email signature

Message format Always show Bcc

Message list Sender name first and Show preview text

Quick actions

nhata

Step 4: Paste your signature into the text field.



## Email signature

✓ Include a signature

 $\bigcirc$  Use my signature from Outlook on the web

## • Use a different signature

Sent using OWA for iPhone