

# IT Services – Outlook Signature Setup Guide

## Purpose

This document provides step-by-step instructions for creating and applying the official email signature in **Outlook.com** using the approved HTML signature template stored in the shared drive:

 Z:\IT Services\UD\_Signature\Signature for Outlook Web.html

## Add the Signature to Outlook.com

1. Open your browser and go to:  
 <https://outlook.com>
2. Sign in using your **UD** email account.
3. Click the  **Settings icon** (top-right corner).
4. In the left sidebar, select:  
**Accounts → Signatures**
5. In the **Email signature** section:
  - Click inside the signature editor box.
  - **Paste (Ctrl + V)** your copied signature from the HTML file.
  - Verify the formatting, colors, and images appear correctly.
  - Update Your Details
6. If you wish to apply the signature automatically:
  - Enable “**Automatically include my signature on new messages I compose.**”
  - Optionally enable it for **replies and forwards** as well.
7. Click **Save** at the bottom of the page.