



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.