

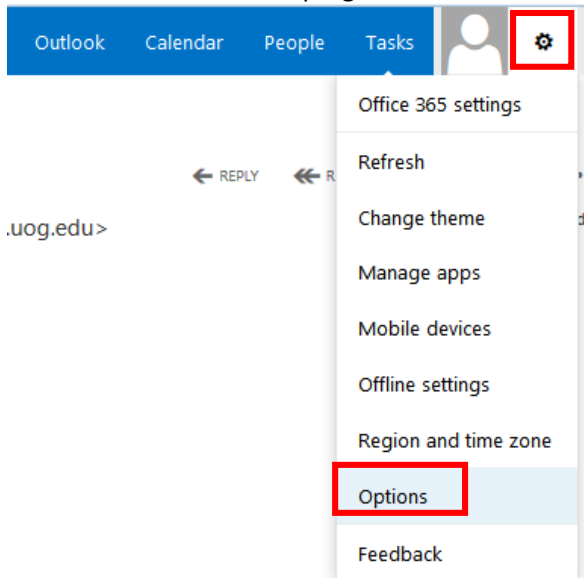


# Office 365 Webmail: How to Setup Signature

Make sure you are signed in to your Triton Webmail.

**Step 1:** On webmail tabs, click on settings (gear icon), then click on options.

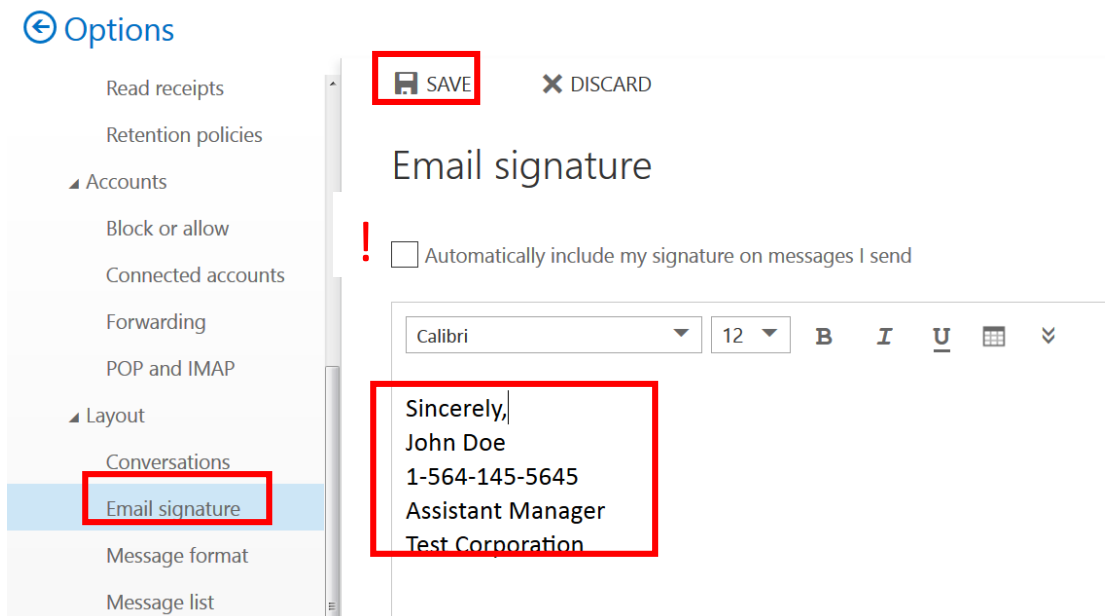
Note: Located top right of screen.



**Step 2:** Under Layout, click Email Signature.

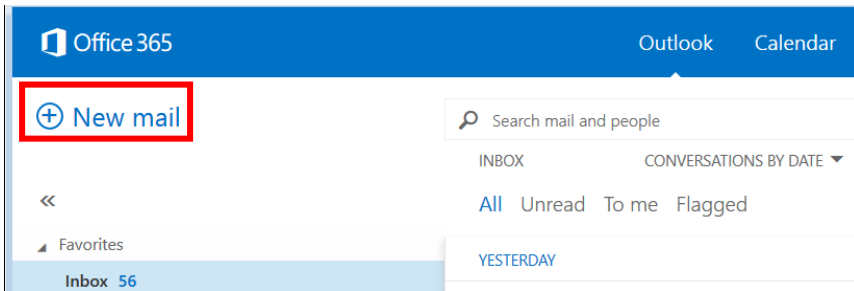
Input/Edit and save signature to accordingly.

**Note:** Click checkbox to automatically include signature on messages sent ("!"), otherwise proceed to next step.



Go back to main menu, and click options. [← Options](#)

**Step 3:** To insert generated signature in email message click on "New mail".



**Step 4. Click “INSERT”, then click “Your signature”.**

