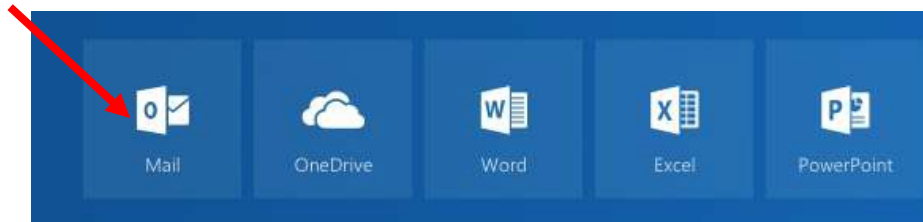# 1. Set up an email signature in Outlook on the Web

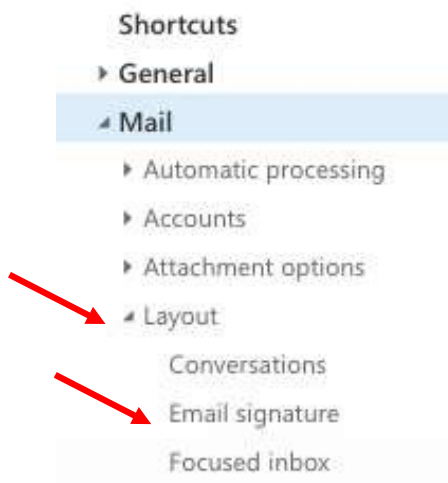a. Log in to your **Office 365** account.

b. Go to the **Settings** (gear wheel icon) in upper right corner.

c. On the right settings pane, **Mail** section, then **Layout** and select **Email signature**.

d. **A left pane will open for Mail. In the Mail** section, click on **Layout** and click on **Email signature**.

e. Email signature will open. **Check both boxes: Automatically include my signature on new messages I compose** AND **Automatically include my signature on messages I forward or reply to**.


f. Go to **this link** on the School Marketing Toolkit to copy the official Saint Paul Public Schools email signature.

   1. Place your mouse cursor to the bottom right of the email signature, HOLD the mouse button down and move the cursor to the top left until the signature is fully highlighted.
   2. Hit CTRL+C on a PC, or Command ⌘+C on a MAC to copy the signature.
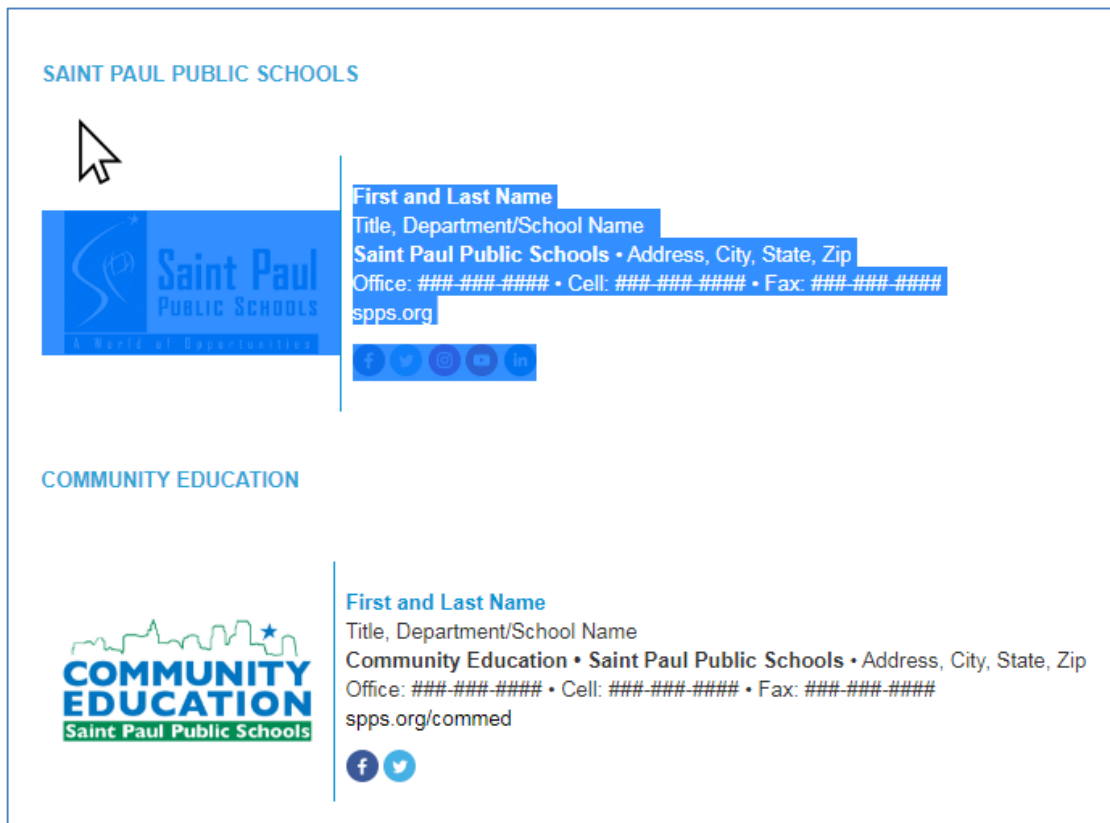
g. Add your signature.

    1. Go back to Office 365 and click in the signature window.
    2. Hit CTRL+V on a PC, or Command ⌘+V on a MAC to paste the signature.
    3. Edit the signature to include your name, title, work address, and phone numbers. You may also edit the website address if applicable.

h. Once your signature has been created, click **Save**.
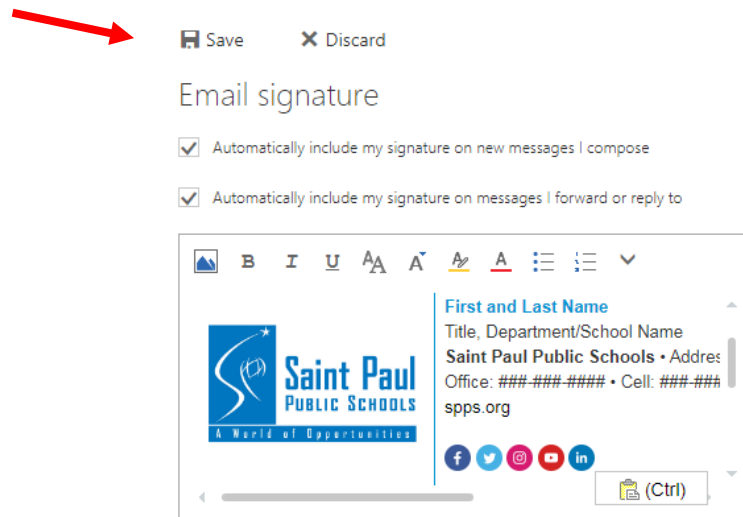
i. Click on **Arrow** next to Options to go back to Mail.

j. Click the plus icon next to the **New** button or click the arrow and select **Email message.**

k. Your signature should be already applied to a newly opened message.