

OFFICE 365 / OWA

YOUR EMAIL INSTALLATION GUIDE

OFFICE 365 / OWA

Please have your provided HTML file available and ready to install. Then simply follow the steps below to have your signature set-up in Office 365 within minutes.

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STEP ONE

Open your provided Email Signature HTML file in your web browser.

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STEP TWO

Now that your email signature is open in a new window, press **Ctrl + A** to highlight the signature, then press **Ctrl + C** to copy the signature.



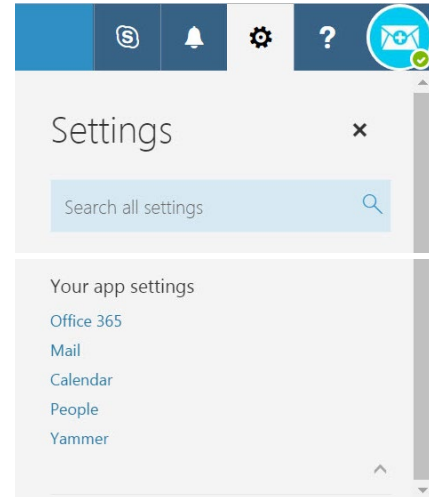
Installing your email signature in OFFICE 365 / OWA

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STEP THREE

Sign in to your **Office 365** account and go into your Mail app.

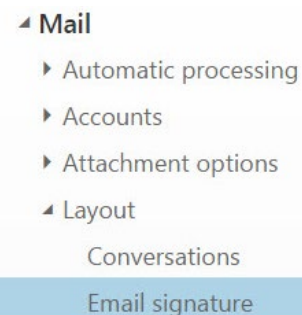
On the top right of your screen, click the **Cog icon**. A Settings pane should open up, scroll down to the bottom to **Your app settings** and select **Mail**.



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STEP FOUR

Another window pane will now open on the left hand side. Select **Mail > Layout > Email Signature**.



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STEP FIVE

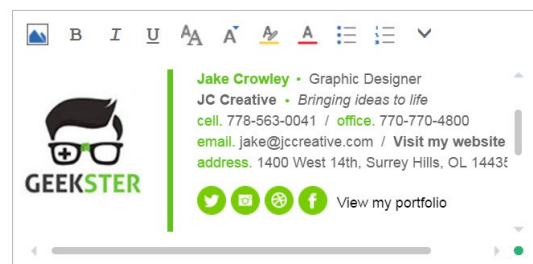
Tick both check boxes then click inside the below email signature window and press **Ctrl + V** to paste your copied email signature.

Save your changes above.

Save Discard

Email signature

- Automatically include my signature on new messages I compose
- Automatically include my signature on messages I forward or reply to

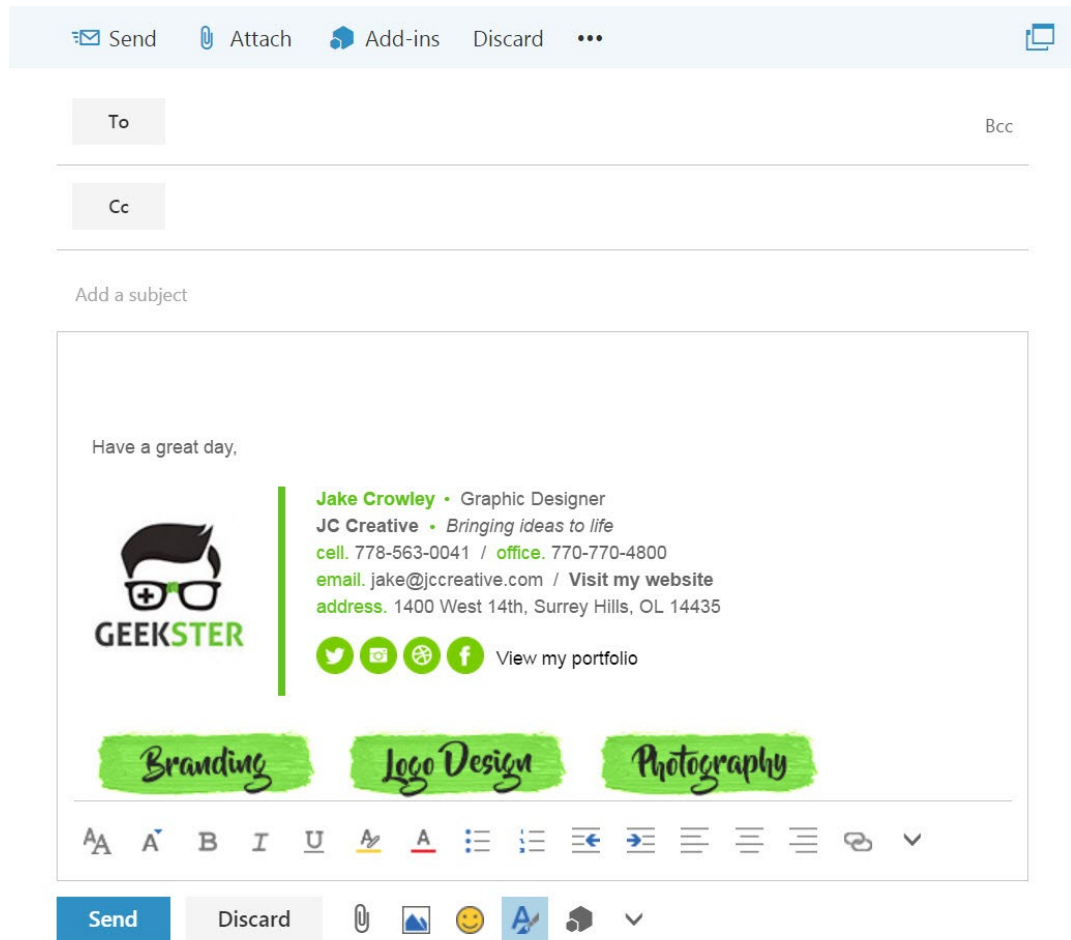


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STEP SIX

Head back to your mail dashboard and compose a new email. You will now see your email signature is automatically inserted into your emails.



The screenshot shows the email composition interface. At the top, there are buttons for Send, Attach, Add-ins, Discard, and a menu icon. Below these are fields for To, Cc, and Bcc, and a subject line. The main body of the email contains the text "Have a great day," followed by a signature block. The signature block includes a logo for "GEEKSTER" (a stylized head with glasses and a plus sign), contact information for Jake Crowley (Graphic Designer at JC Creative), phone numbers, email address, website, and address. Below the contact info are social media icons for Twitter, Instagram, LinkedIn, and Facebook, with a "View my portfolio" link. At the bottom of the signature block are three green brush-stroke style buttons labeled "Branding", "Logo Design", and "Photography". Below the signature block is a rich text editor toolbar with various formatting options like bold, italic, underline, text color, background color, bulleted list, numbered list, indent, outdent, link, unlink, and a dropdown arrow. At the very bottom of the composition area are buttons for Send, Discard, Attach, Insert Image, Insert Smiley, Insert Signature, and a dropdown arrow.

All done! Your email signature is now installed within Office 365 /
OWA!

