

How To Set Up Your Email Signature In Office 365

Created – Nikki Chapple
Author – 2 June 2017
Modified – 12 April 2019
Technical Difficulty – 🌶️

Sections

1. Overview	1
2. Set up your email signature in Office 365	2

1. Overview

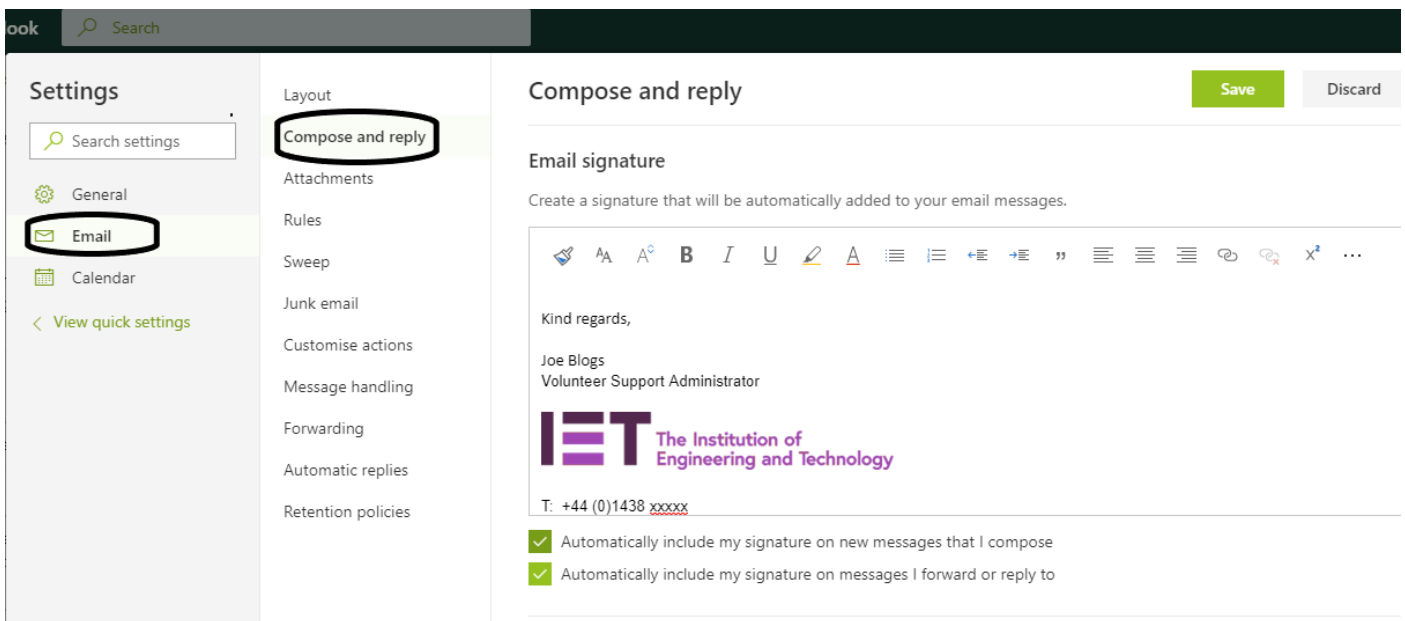
- How to set up your email signature in Office 365 for Volunteers

2. Set up your email signature in Office 365

- To configure your email signature, you need to be in your mail in Office 365. Select the cog icon in the top right-hand menu bar to open up a menu.




- Click on **View all Outlook settings** at the bottom and then click on **Mail** on the left-hand side. Then select **Compose and reply**.



- Tick both boxes under the box with your signature (as above) to automatically include the email signature in message that you send and in those that you forward and reply to.
- Copy and paste the standard email signature from the box below into the blank signature box.
- Update the information to include your name, volunteer job role and phone number.

Your Name
Your Role Title (eg Professional Registration Advisor)



The Institution of
Engineering and Technology

T: +44 (0) xxxx xxxxxx

Visit our website www.theiet.org
Follow us on [Twitter](#) and [LinkedIn](#)

- Save your email signature by selecting the Save icon

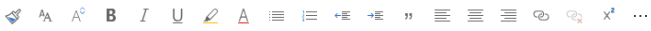
Compose and reply



Discard


Email signature

Create a signature that will be automatically added to your email messages.



Kind regards,

Joe Blogs
Volunteer Support Administrator



T: +44 (0)1438 xxxxxx

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

- Check if your signature works by creating a new email
- Note. If you have problems with the quality of the logo then try saving the IET logo and then inserting the IET image between your role and your telephone line by selecting the Inserting Pictures Icon and navigate to where you stored the IET logo image on your local device.



End