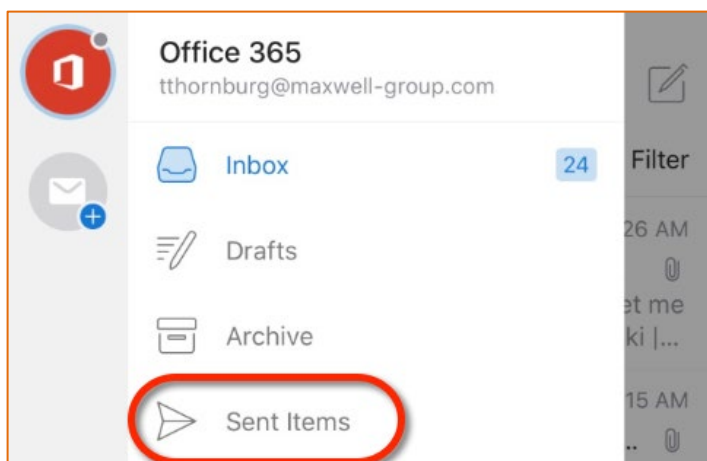


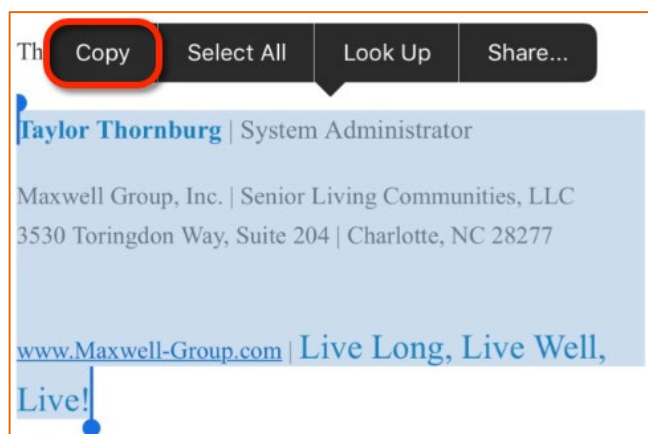
Mobile Email Signature: How To Create

These instructions will add your company signature to the Outlook Mobile app. It is important to make sure your contact information is correct and available in all messages sent via email.

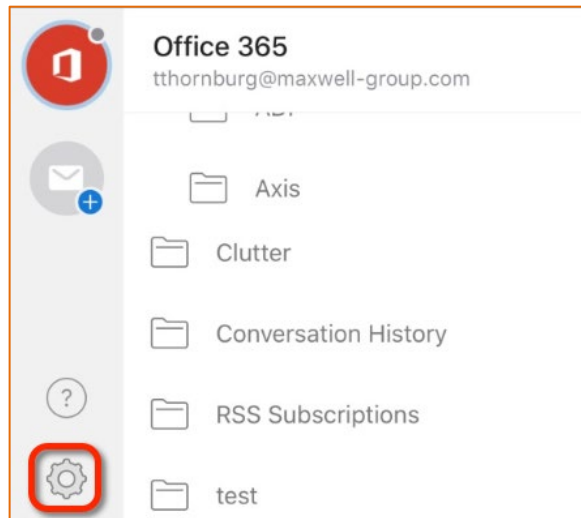
- Open outlook, then navigate to your sent messages:
- Click on 3 lines in the top left corner, then choose Sent Items:



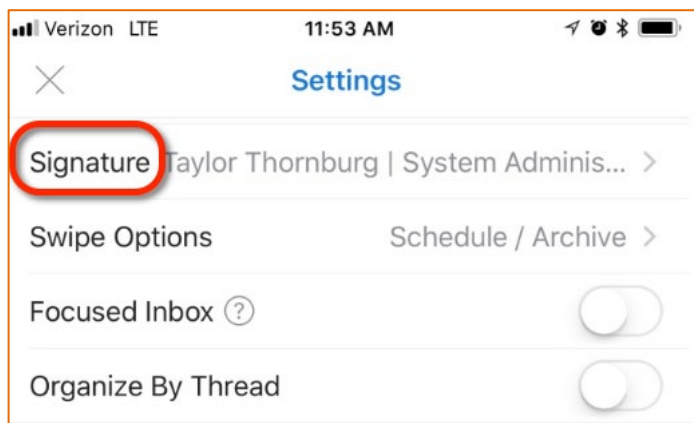
- Find and open a sent message that has your signature on it Highlight, and copy your signature:



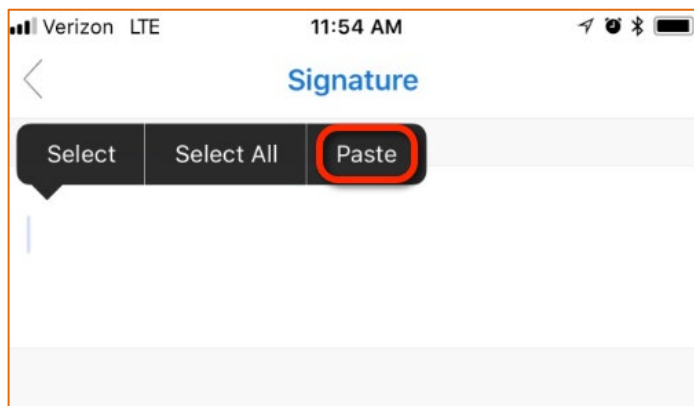
- Now, hit the 3 bars in the left corner and choose the settings gear at the bottom:



- Select the Signature option:



- Paste your signature into the signature field:



Your company signature is now applied to your company email account on your phone. If your company email signature is not correct, please submit a helpdesk ticket indicating the necessary changes.