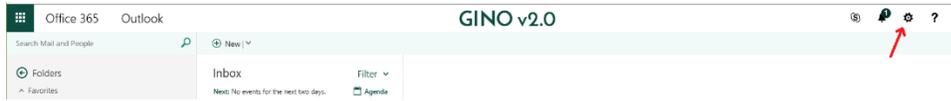# Create and add an email signature in Outlook Web App

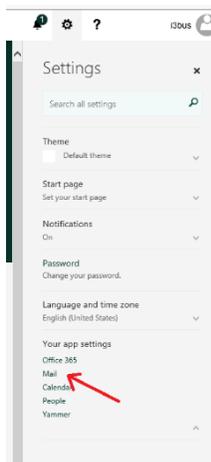*Applies To: Outlook Web App for Office 365*

Learn how to create and add a signature to your email messages in Office 365 and in Outlook.
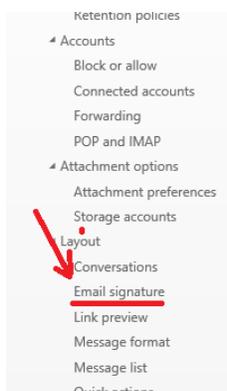
Create a signature

1. Sign in to Outlook Web App.
2. On the nav bar, choose **Settings icon**(round gear).

3. Under **Settings**, choose **Your app settings > Mail**

4. Under **Options**, choose **MAIL > Layout > Email signature**.

5.   the text box, type the *signature* you want to use. Use the formatting mini toolbar to change the appearance of the

Save   **Discard**

Email signature

☐ Automatically include my signature on new messages I compose

☐ Automatically include my signature on messages I forward or reply to

[Formatting toolbar: image, B, I, U, font options, list options]
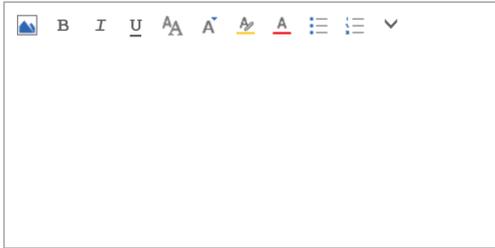
6. **NOTE:** To include an image within your signature, you can copy the image from a source and paste that image in the text box.

7. If you want your signature to display at the bottom of all outgoing items, including replies and forwards, select **Automatically include my signature on messages I send**. If you don't select this option, you manually can add your signature to any message. For details, see [Manually add a signature to a new message](#).

8. Choose **Save**.