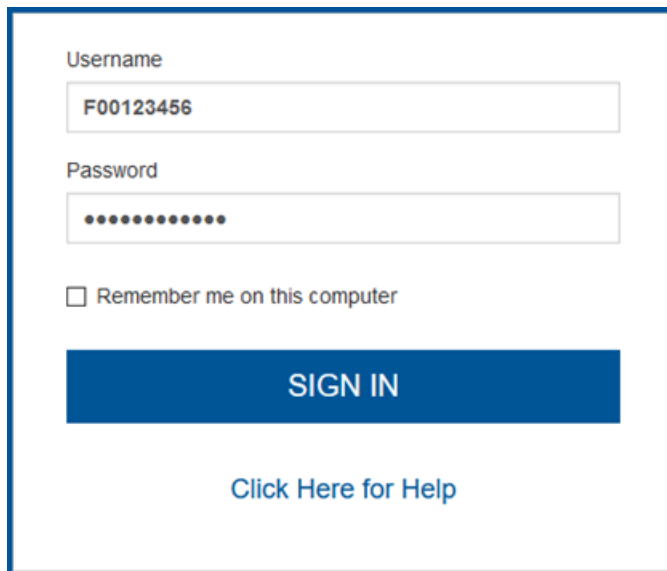


CONCORDIA UNIVERSITY

WISCONSIN & ANN ARBOR

Creating a Signature in Outlook Web App

1. Navigate to my.cuw.edu and log in with your Concordia credentials.



Username
F00123456

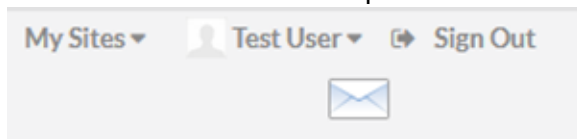
Password
.....

Remember me on this computer

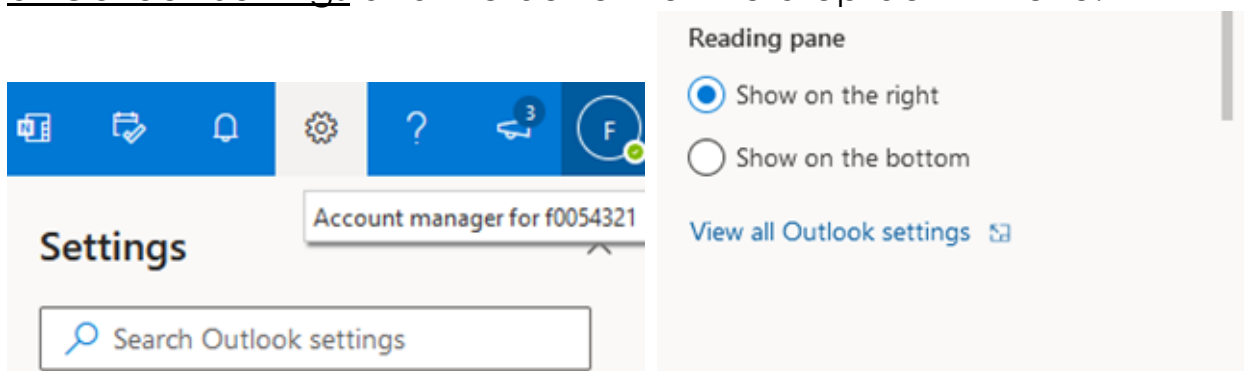
SIGN IN

[Click Here for Help](#)

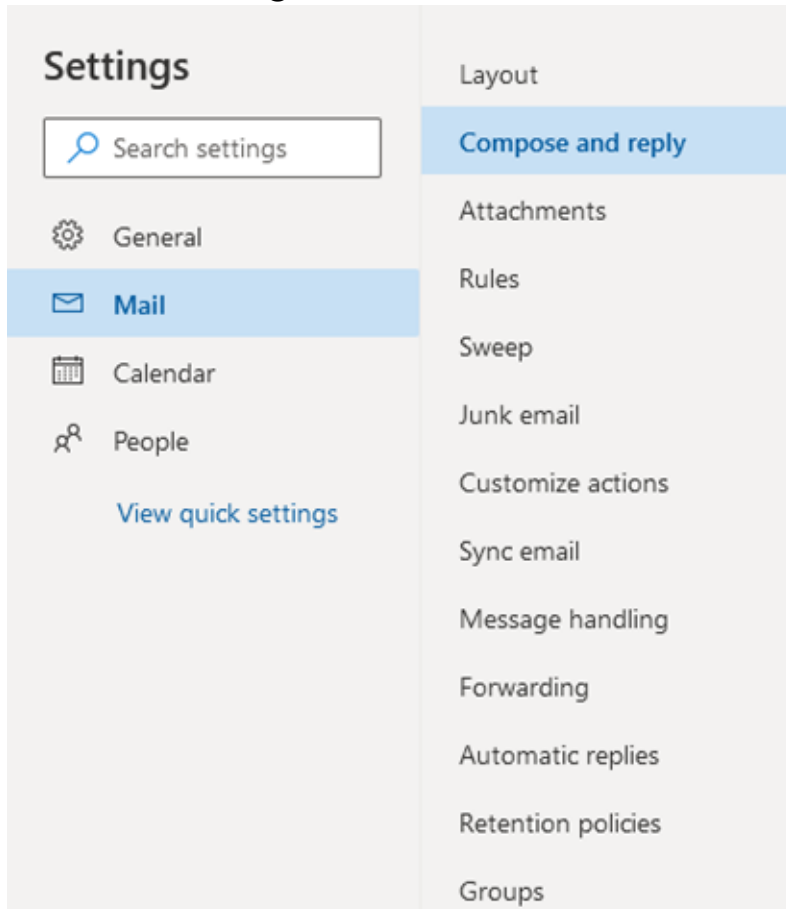
2. Select the envelope icon at the top-right of the Portal home page.



3. Select the gear icon at the top-right of the page, and select View all Outlook Settings and the bottom of the drop-down menu.



4. Under Settings, select Mail and then Compose and Reply.



5. Enter your signature in the blank field. You can edit the formatting with the icons above. Hit Save when you are finished.

