CONCORDIA UNIVERSITY WISCONSIN & ANN ARBOR

Creating a Signature in Outlook Web App

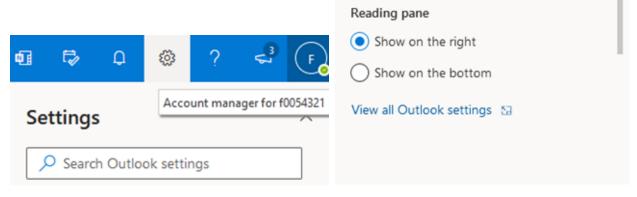
1. Navigate to my.cuw.edu and log in with your Concordia credentials.

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.



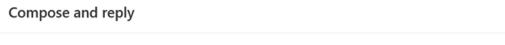
3. Select the gear icon at the top-right of the page, and select <u>View</u> <u>all Outlook Settings</u> and the bottom of the drop-down menu.



4. Under <u>Settings</u>, select <u>Mail</u> and then <u>Compose and Reply</u>.

Settings	Layout
✓ Search settings	Compose and reply
🔅 General	Attachments
🖾 Mail	Rules
🛅 Calendar	Sweep
g ^R People	Junk email
View quick settings	Customize actions
	Sync email
	Message handling
	Forwarding
	Automatic replies
	Retention policies
	Groups

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



\times

Email signature

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

