OUTLOOK ONLINE

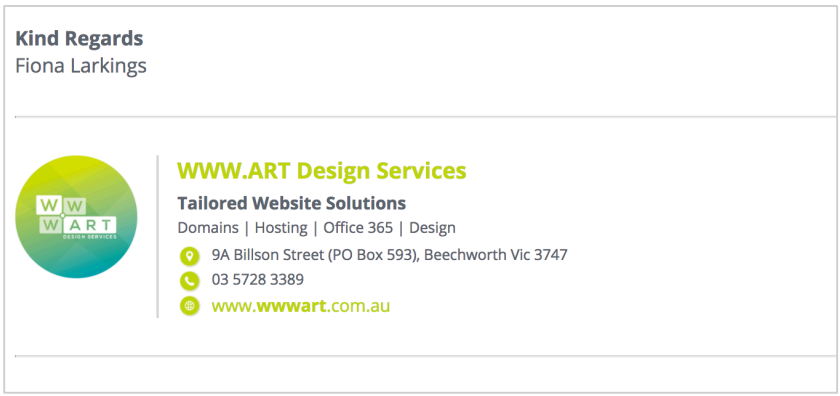
Setting up a Professional Email Signature

Step 1:
Copy Your Signature

Navigate to the **'signature.html'** file that WWW.ART Design Services have supplied you. (Ensure you select the **.html** file extension, not **.htm**).

Right click and select **Open With** and select your chosen browser (eg. Chrome).

Your email signature will open in the browser window.



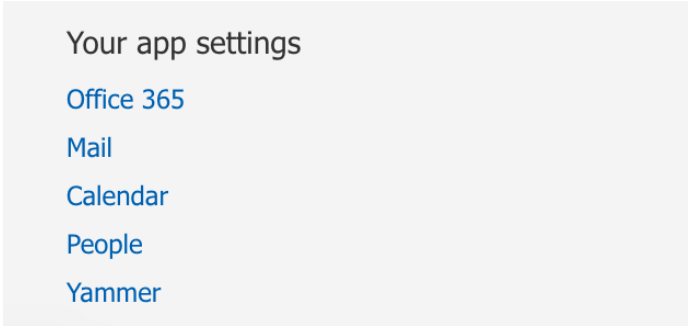
Press **CTRL+A** to select all.

Press **CTRL+C** to copy all.

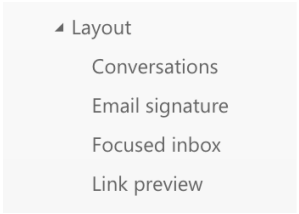
Step 2:
Apply Your Signature

Open **Outlook Online** and navigate to the **settings** panel.

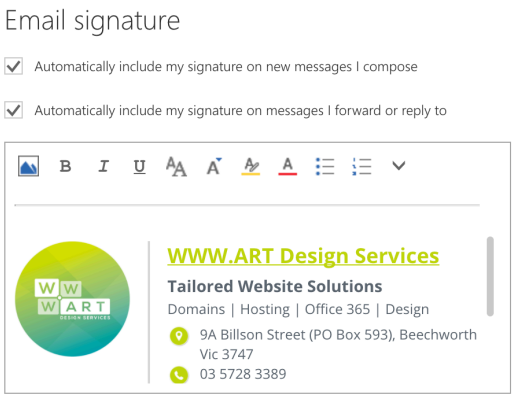
Under Your **App Settings**, select **Mail**



Select **Email Signature**



Paste your email signature into the dialog box and check both boxes.



Save your signature.