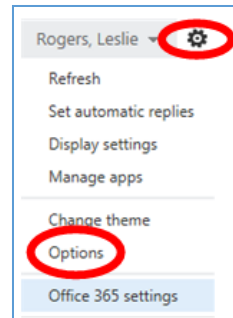


# Outlook 2013 Web App

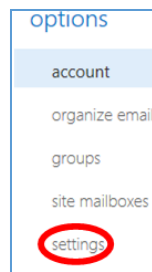
## Adding a Signature to Email

To add a signature to an email message

- Click the gear icon at the top of the page.
- Click **Options**.



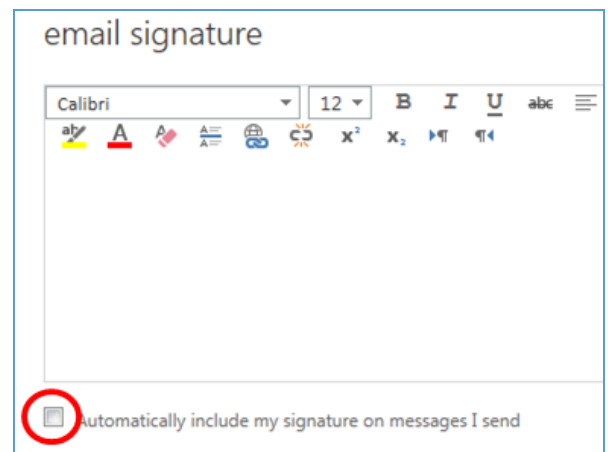
- Click **Settings**.



- On the mail tab, type the signature you want to use in the text box. Use the formatting bar to format the font as you want it to appear.

Note: You cannot include an image file in your signature in Outlook Web App.

- Select the **Automatically include my signature on messages I send** box to automatically include your signature on outgoing items.



- Click **Save** at the bottom of the page.

- To add your signature manually, click the Insert button at the top of the message and choose **Insert signature**.

