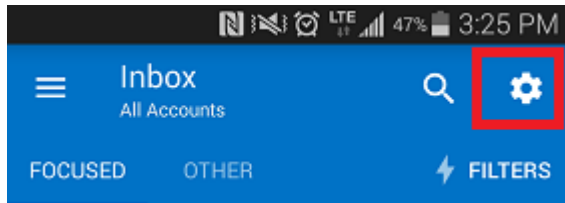
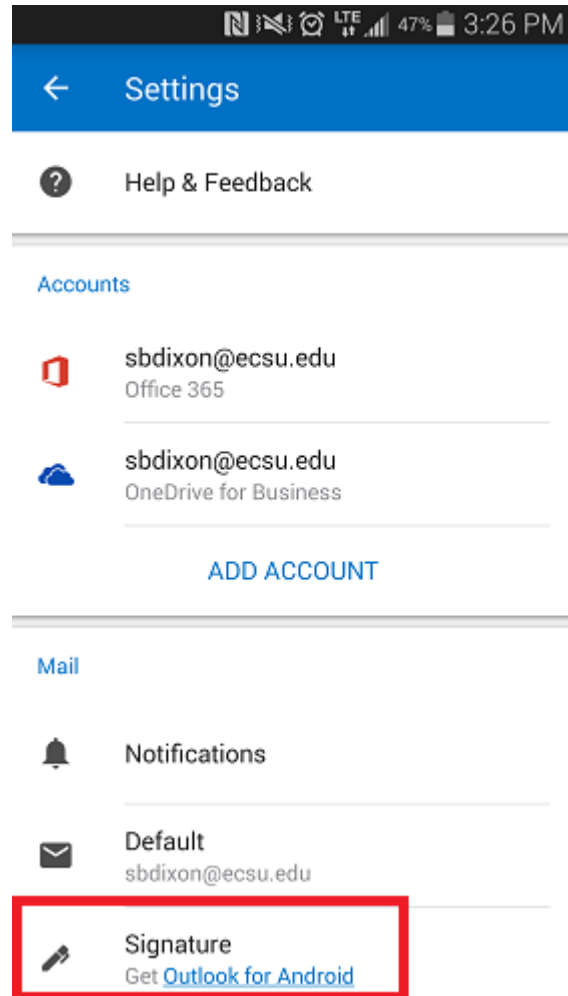


Create an Email Signature in Your Outlook Mobile App

Step 1. Open your Outlook app on your mobile device and click on the **Settings** gear icon.

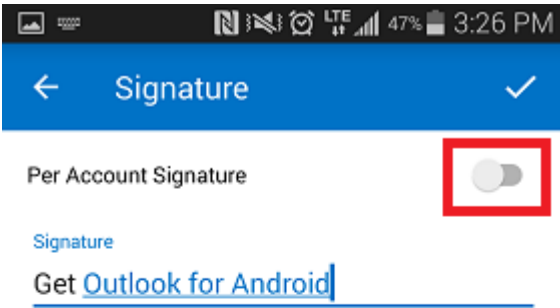


Step 2. Under Settings, click on the **Signature** option.

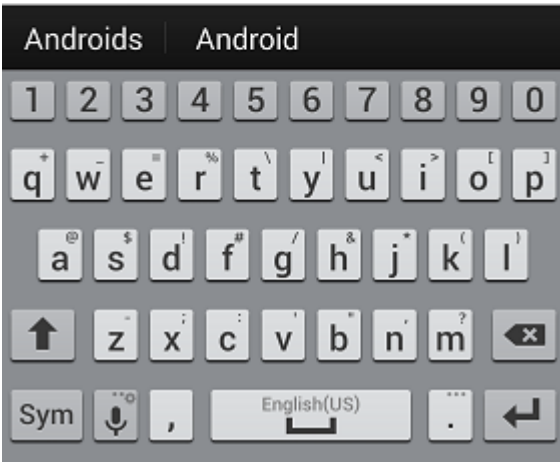
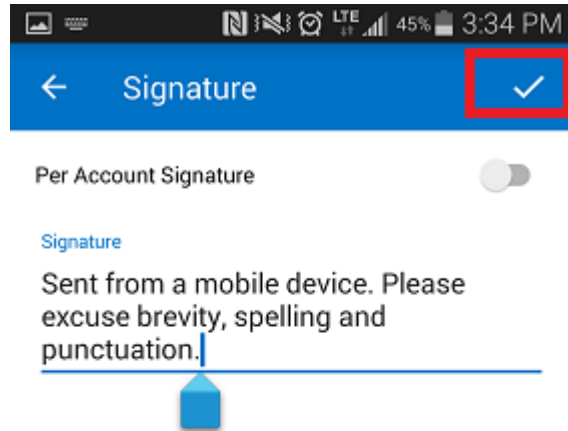


Step 3. Enter either a generic signature that could be used for all email accounts tied to your Outlook app, or a specific signature, **Per Account Signature**, for each email account.

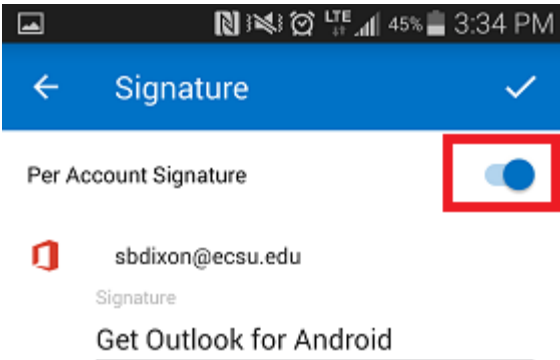
Generic Signature - Step 3a. Verify that the **Per Account Signature** option is greyed-out indicating that it is off.



Generic Signature - Step 3b. Enter your generic signature and click on the checkmark at the top right corner to save your new setting.




ECSU-Specific Signature - Step 3a. Alternatively, you can setup a different signature per email account, or a specific signature to ECSU. You should first verify that the **Per Account Signature** option is blue, indicating that it is on.



ECSU-Specific Signature - Step 3b. Enter your ECSU-specific signature and click on the checkmark at the top right corner to save your new setting.



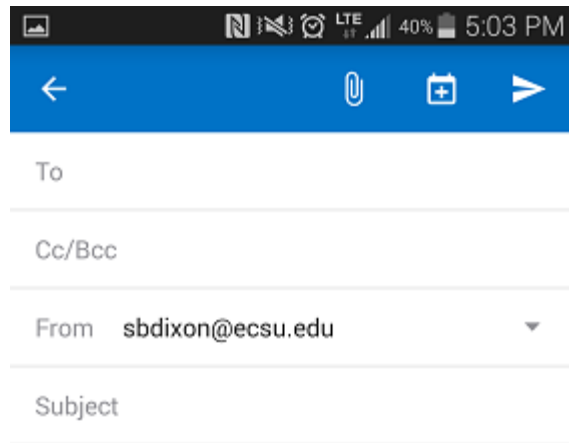
 sbdixon@ecs.edu
Signature
Regards,
FirstName LastName
Title
Elizabeth City State University
1704 Weeksville Rd.
Elizabeth City, NC 27909
Phone, Extension



Step 4. Verify that your new signature setting has been saved by creating a new message.



You should see your custom signature in the body of the new message.



Sent from a mobile device. Please excuse brevity, spelling and punctuation.