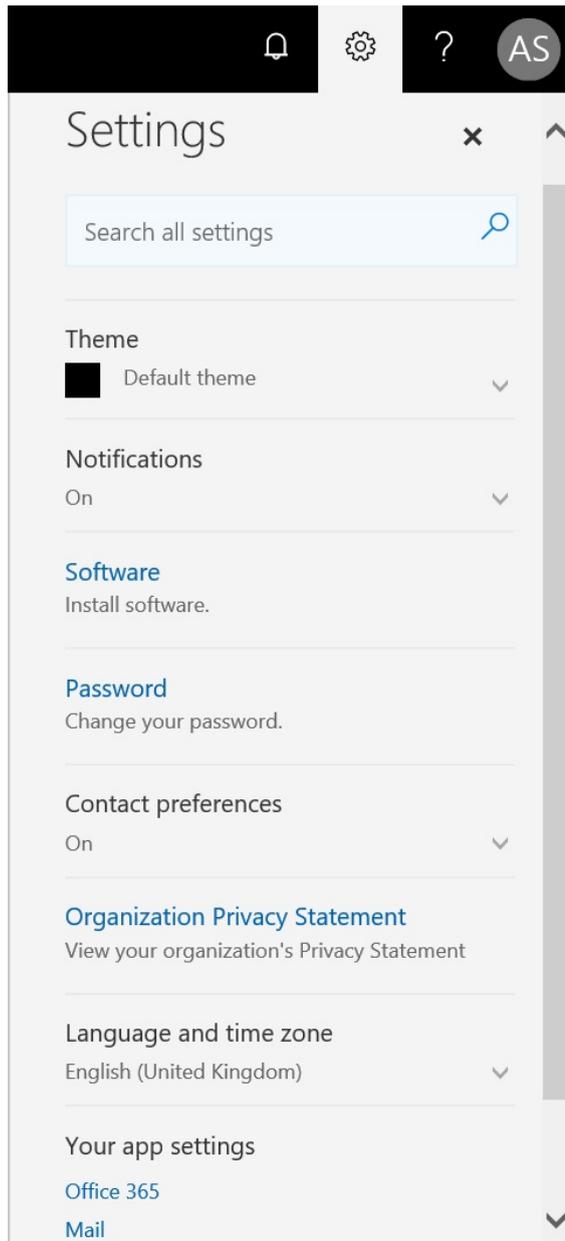


How To Guide: Create signature in Office 365

Log in to your Office 365 account by visiting www.office.com

Once log in complete, click on the cog at the top right hand side of screen.

You will see a submenu appear. Please click on 'Mail at the very bottom of the submenu.

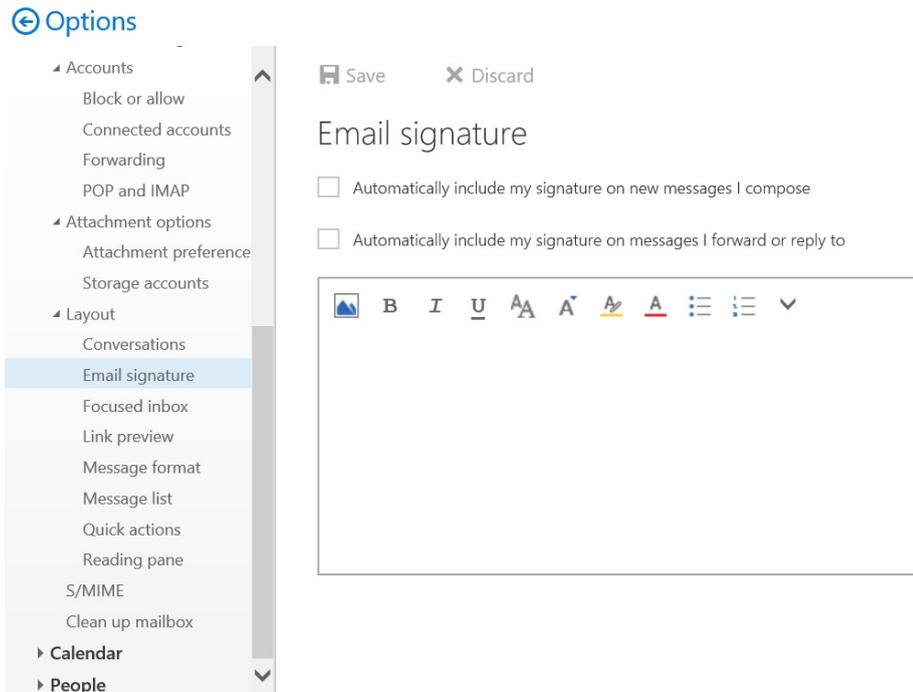


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You are now presented with the mail options menu.

Scroll down and click on Email Signature which is placed under the Layout menu.

You will now be able to create your email signature. Please note the two check boxes and select what is appropriate to you.



The screenshot shows the Outlook Options dialog box with the 'Layout' section expanded to 'Email signature'. At the top, there are 'Save' and 'Discard' buttons. Below them is the title 'Email signature'. There are two checkboxes: 'Automatically include my signature on new messages I compose' and 'Automatically include my signature on messages I forward or reply to'. Below the checkboxes is a rich text editor toolbar with icons for inserting an image, bold (B), italic (I), underline (U), text color (AA), background color (A), link (A), and list (bulleted and numbered). The main area of the rich text editor is empty.

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