# How to set up your email signature on Outlook web browser

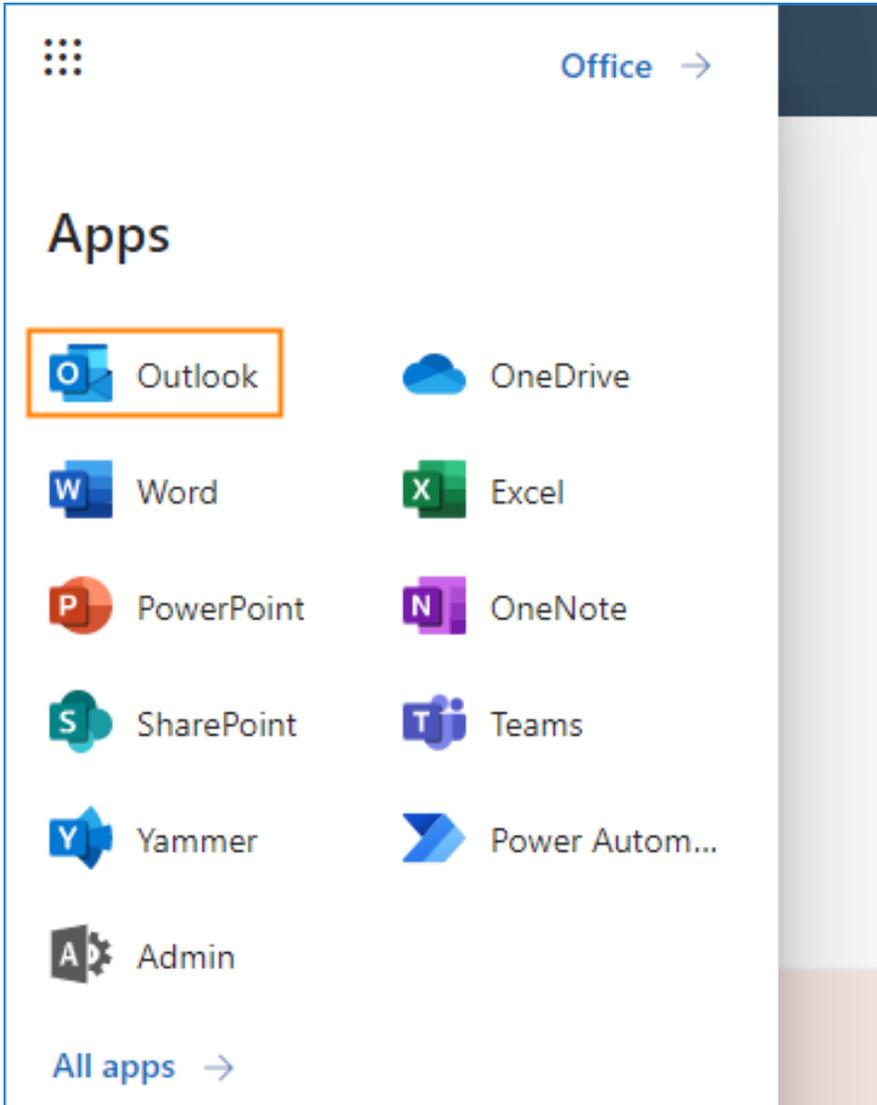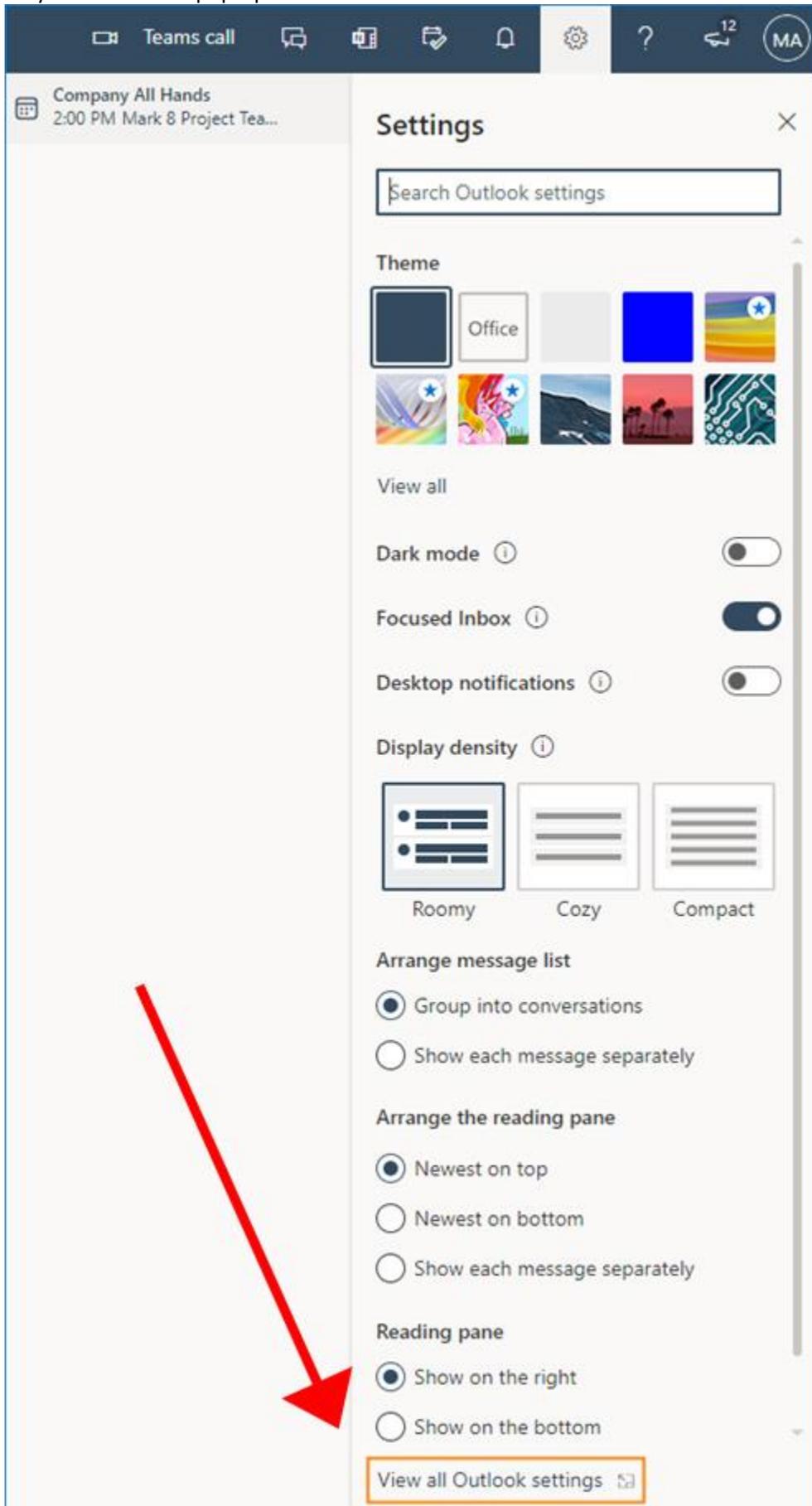## Step-by-step guide
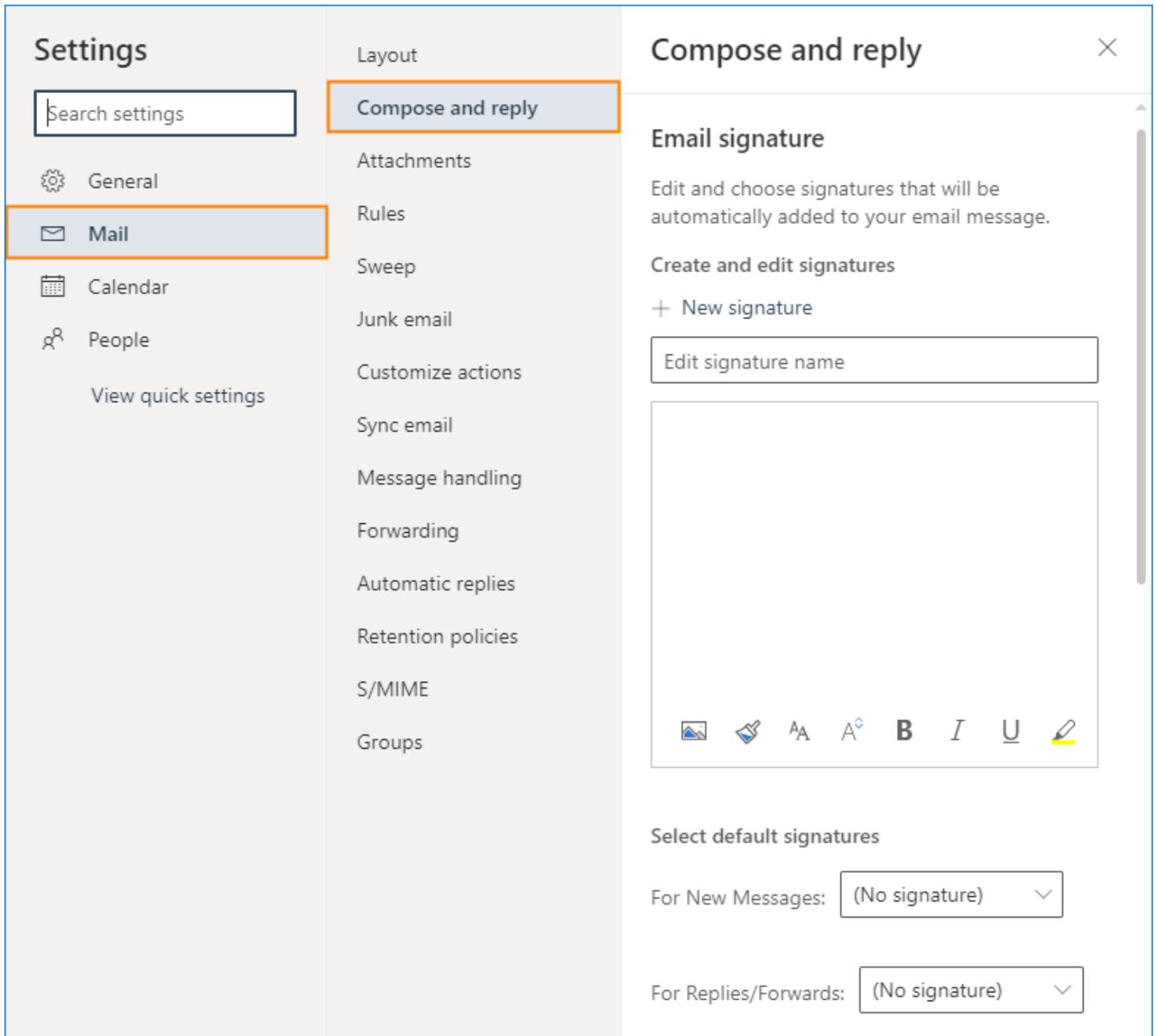
1. Log in to your Office 365 account and go to Outlook, or use the direct Outlook link.

2. Next, open the Settings by clicking the gear icon in the top-right corner. Then, click View all Outlook settings at the very bottom of the pop-up window:

3. Go to **Mail** > **Compose and reply**. Here, you can create or edit your email signature, and choose whether it should appear automatically in your new messages and replies/forwards respectively.



If you leave both drop-down menus with their default values (No signature), you will have to add the signature manually when composing an email. The Settings window should also be accessible using this Outlook Settings link.

4. Go to the [NOCE Brand](#) page and scroll down to Virtual Branding Resources. Two NOCE branded signatures will be available for everyone, select the one you like by highlighting it and select copy.

5. Use the NOCE branded signature to quickly create a well-formatted email signature and paste it into the Outlook on the web's signature editor.



After you finish setting up the signature, hit Save. The signature settings should be applied right away.