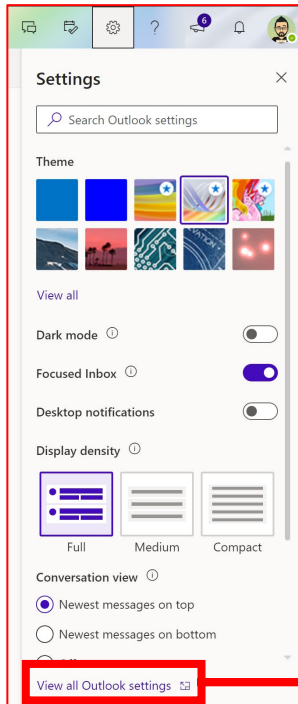# Create Signature in Office.com

When you sign into office.com, click on Outlook to open your email.
When Outlook opens, look for the Gear in the Upper Right corner.

When the menu opens, click on "View all Outlook settings" at the bottom.

When the Settings menu pops up, click on "Compose and reply."
There, you will see the Email Signature. Type in what you would
like your signature to look like. You can use any Font and/or
Color, but please make sure it is legible.

When you are finished, please make sure you click Save at the
bottom of the popup window.