How to create a signature in Outlook 365 for Mac

Step 1) Click New email.



Step 2) Click on the signature icon and select Edit Signatures.



Step 3) Click the plus sign.



Step 4) Name your signature then click the save button.



Step 5) Select when your signature will appear, and you're done!

	Signatures
Show All	
Edit signature:	
Signature name	Signature Preview
John's signature	John Lykowski IT Help Desk Technician and Mac Specialist * <i>www.Salvationarmy.org</i> (847) 795-3298
H - Ed	lit
Choose default signature:	
Account: john	.lykowski@usc.salvationarmy.org (John Lykowski) ᅌ
New messages: Non	
Replies/forwards: Johr	n's signature 🗘