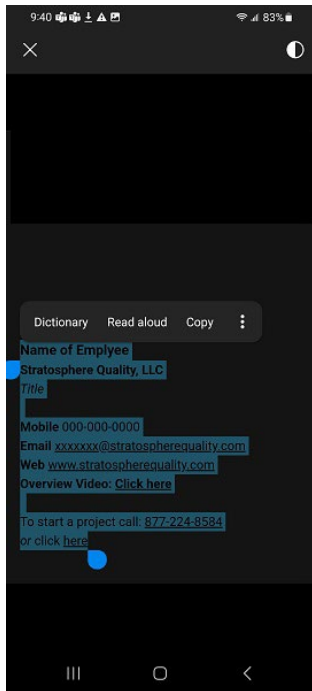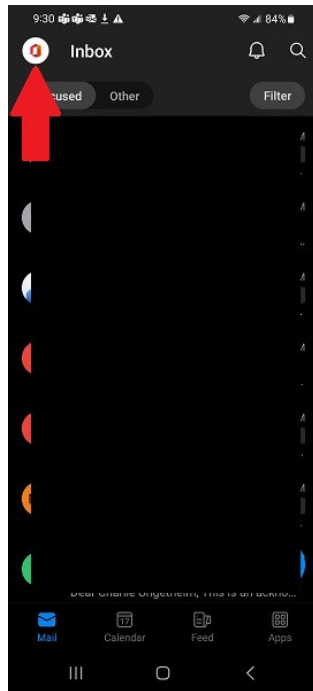# Adding Signature to Outlook on Phone

This document will assist you with copying, saving, and using our Organizational approved signature, for Outlook. This will be specifically for the phone version of Outlook. A separate instruction document will govern how to attach an email signature to laptops. At the end of the document, there will be screenshots for your reference, and ease of use. If you have not already installed the Outlook app on your phone, please do so and proceed to Step 1.
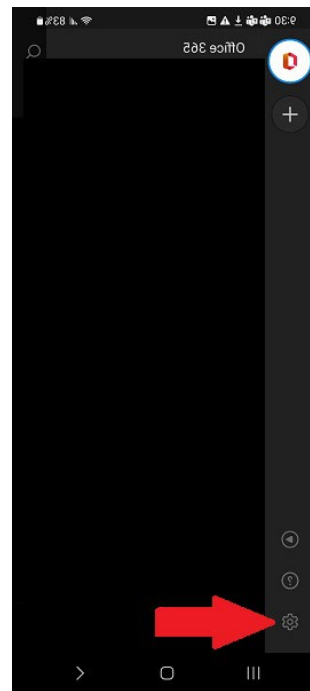
1. Open the New Phone signature, from Outlook, on your phone.
2. Copy the new signature by holding down on the text, and dragging the bubbles until the entire text is highlighted.
3. On the Outlook App tap the icon next to "Inbox".
4. Tap the settings icon, located at the bottom left corner of the screen.
5. Tap "Signature" at the bottom of the Screen.
6. At the very top, where you see the word signature, hold down your finger until you get the paste option.
7. Select the item that pops up to be pasted. This should be the text you highlighted in the previous steps.
8. Now that you have the template pasted you will need to edit it.
9. Highlight and erase, or place the cursor to the far right of the text you wish to edit, and use the delete button on the keyboard to erase the text.
10. Be careful to not hold down the delete button too long or you will erase more than you are planning to.
11. Once you have erased the line you wish to edit, simply types as normal, and the font/color of the text should remain.
12. On the email line, you will NOT want to highlight and use the delete function as it will alter the colors. Simply delete the text, as explained in Step 9. Again, make sure to remain careful, and it should come out the same color, and underlined with a hyperlink.
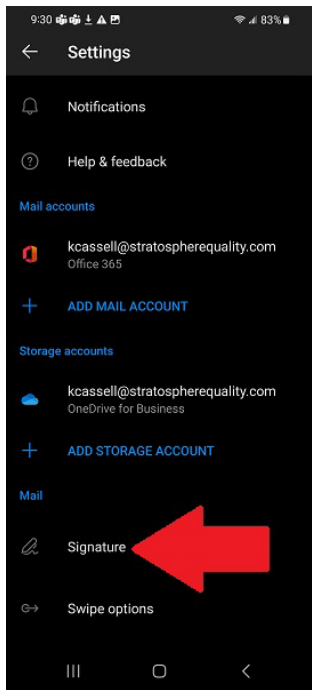13. Once you are satisfied with this, you can tap the check mark in the top right corner. And you are done.
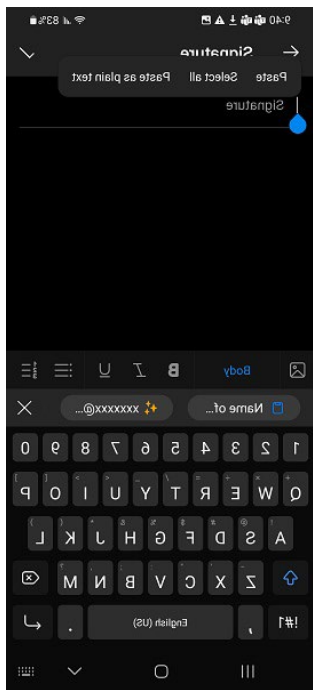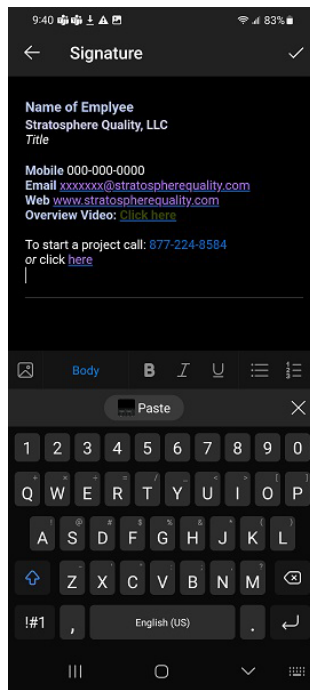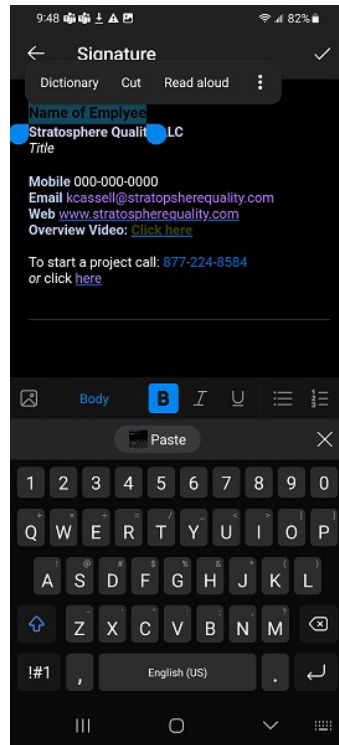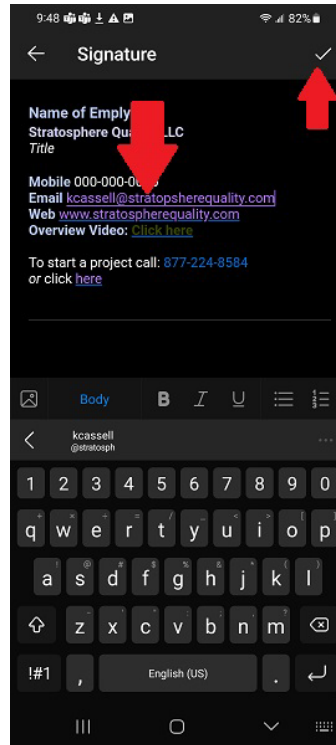
Step 2

Step 3

Step 4

Step 5

Step 6

Step 7-8

Step 9-11

Step 12-13