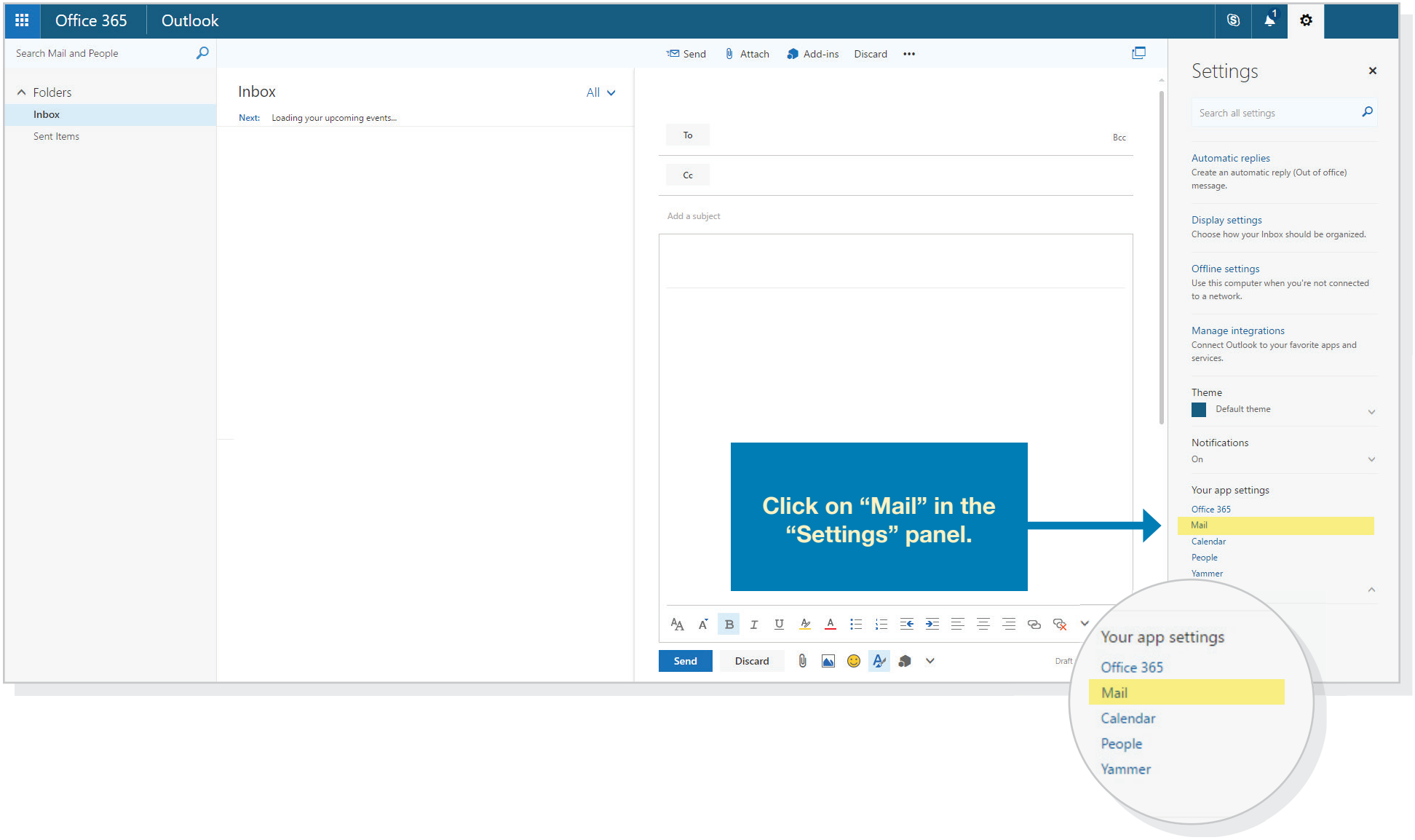
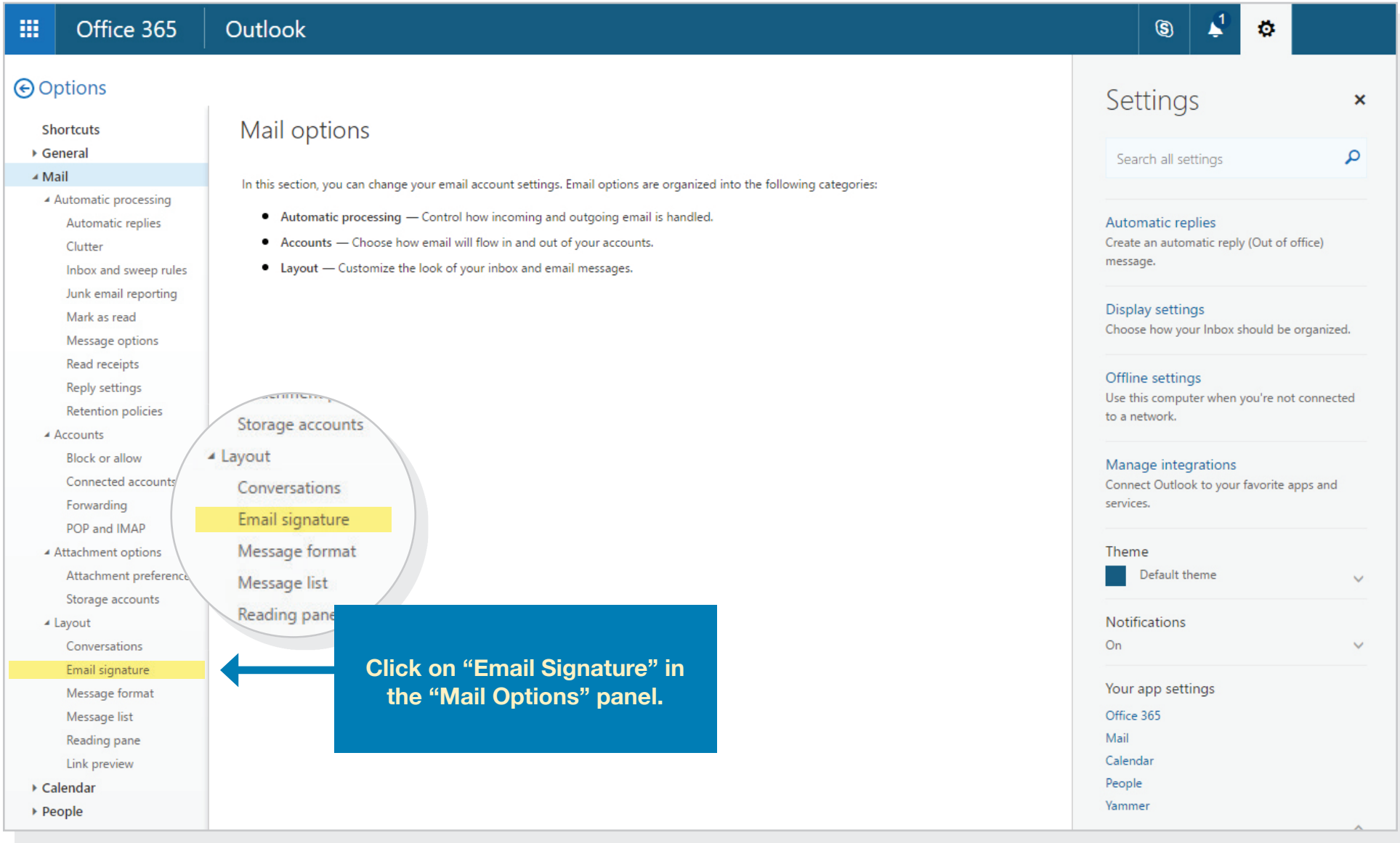
Step 1

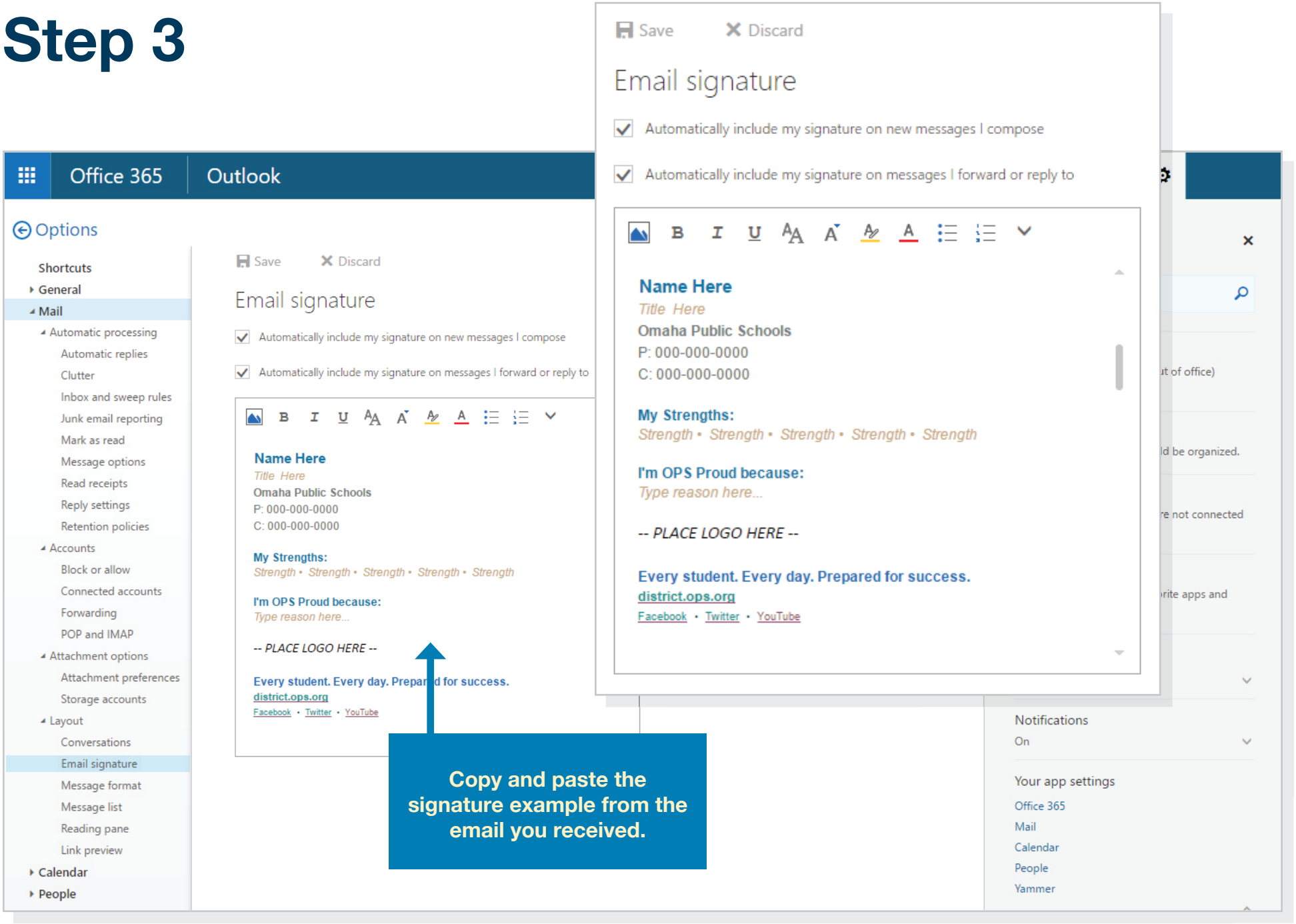
Open your mail in Office 365.



Step 2

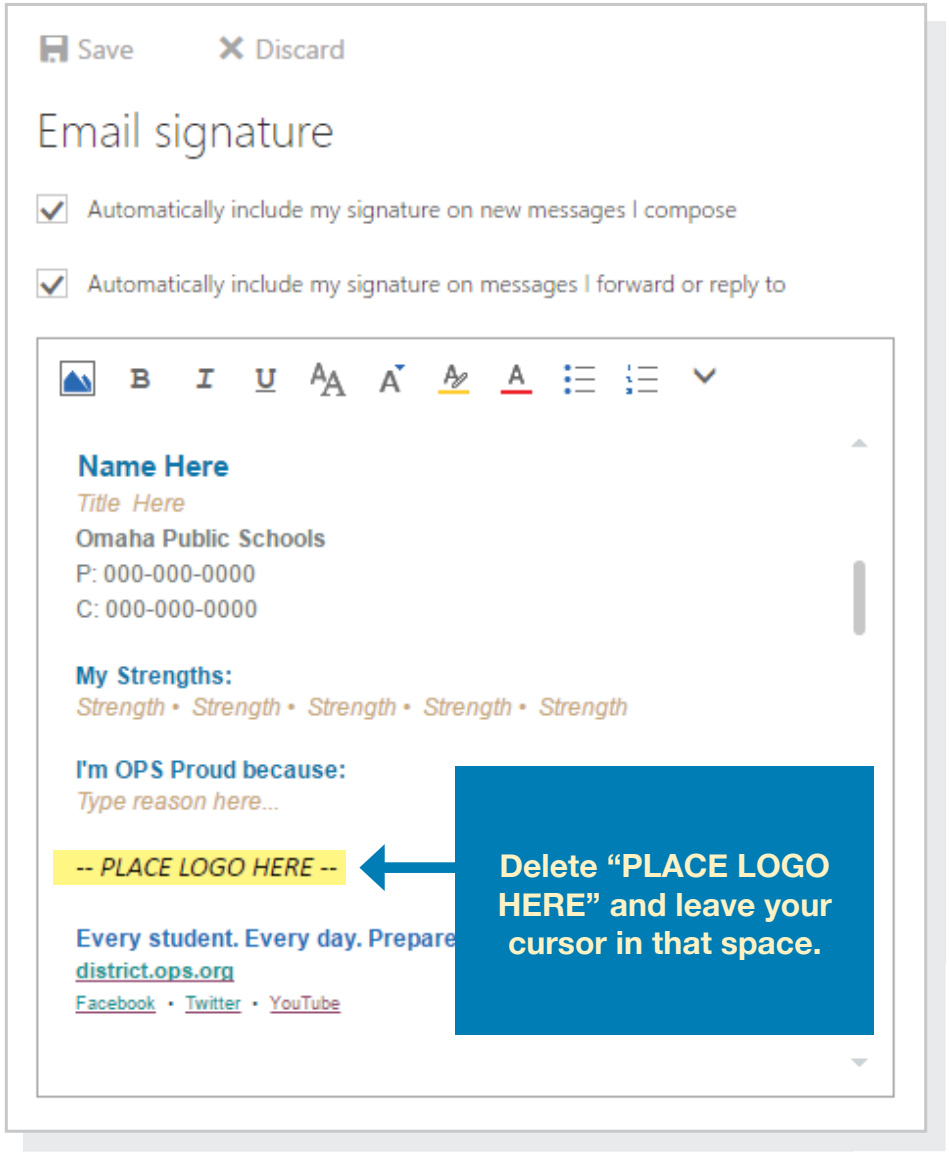

Office 365
Outlook
Options
Shortcuts
General
Mail
Automatic processing
Automatic replies
Clutter
Inbox and sweep rules
Junk email reporting
Mark as read
Message options
Read receipts
Reply settings
Retention policies
Accounts
Block or allow
Connected accounts
Forwarding
POP and IMAP
Attachment options
Attachment preference
Storage accounts
Layout
Conversations
Email signature
Message format
Message list
Reading pane
Link preview
Calendar
People
Mail options
In this section, you can change your email account settings. Email options are organized into the following categories:
Automatic processing — Control how incoming and outgoing email is handled.
Accounts — Choose how email will flow in and out of your accounts.
Layout — Customize the look of your inbox and email messages.
Storage accounts
Layout
Conversations
Email signature
Message format
Message list
Reading pane
Click on “Email Signature” in the “Mail Options” panel.
Settings
Search all settings
Automatic replies
Create an automatic reply (Out of office) message.
Display settings
Choose how your Inbox should be organized.
Offline settings
Use this computer when you're not connected to a network.
Manage integrations
Connect Outlook to your favorite apps and services.
Theme
Default theme
Notifications
On
Your app settings
Office 365
Mail
Calendar
People
Yammer

Step 3

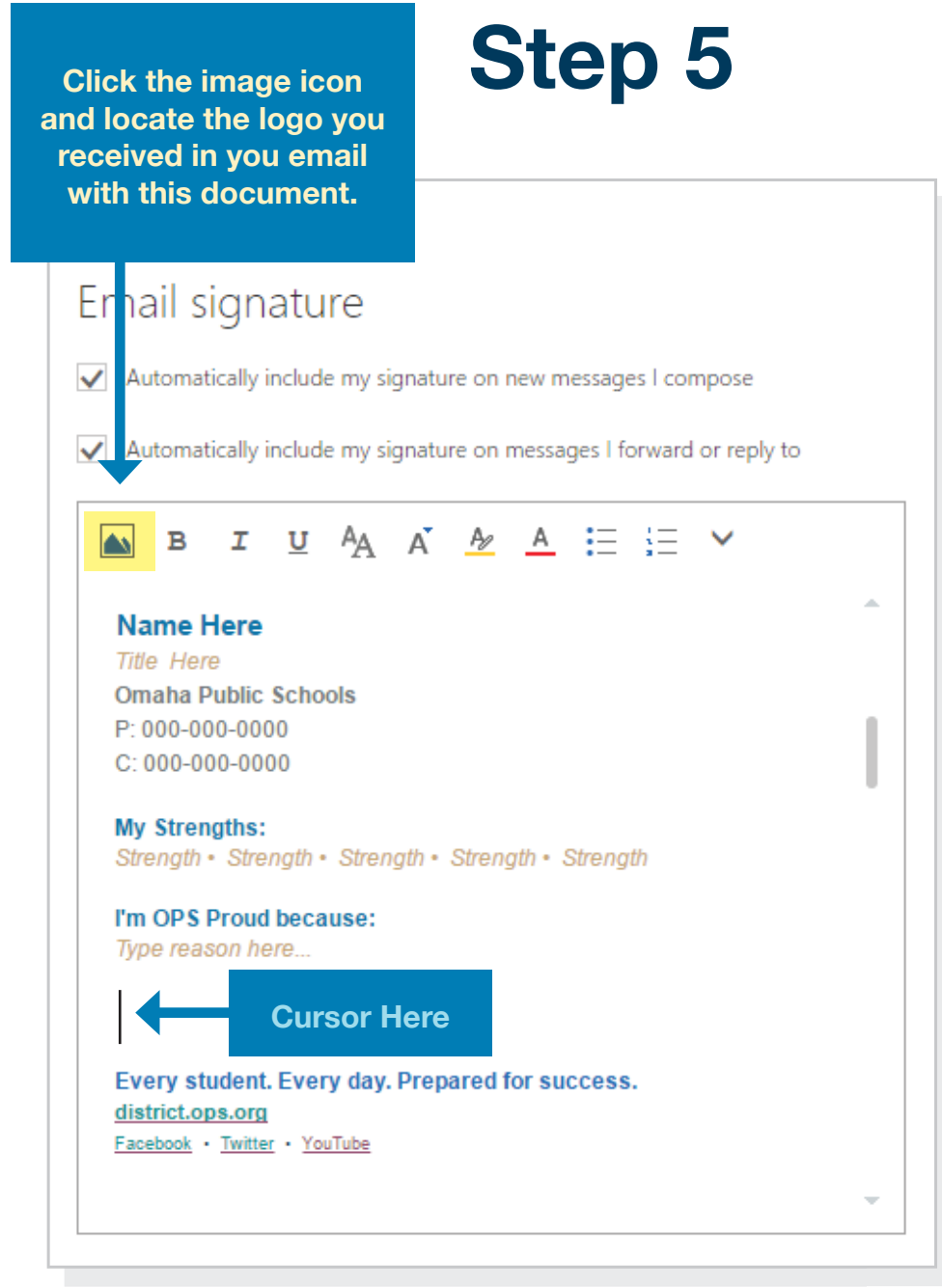


Copy and paste the signature example from the email you received.

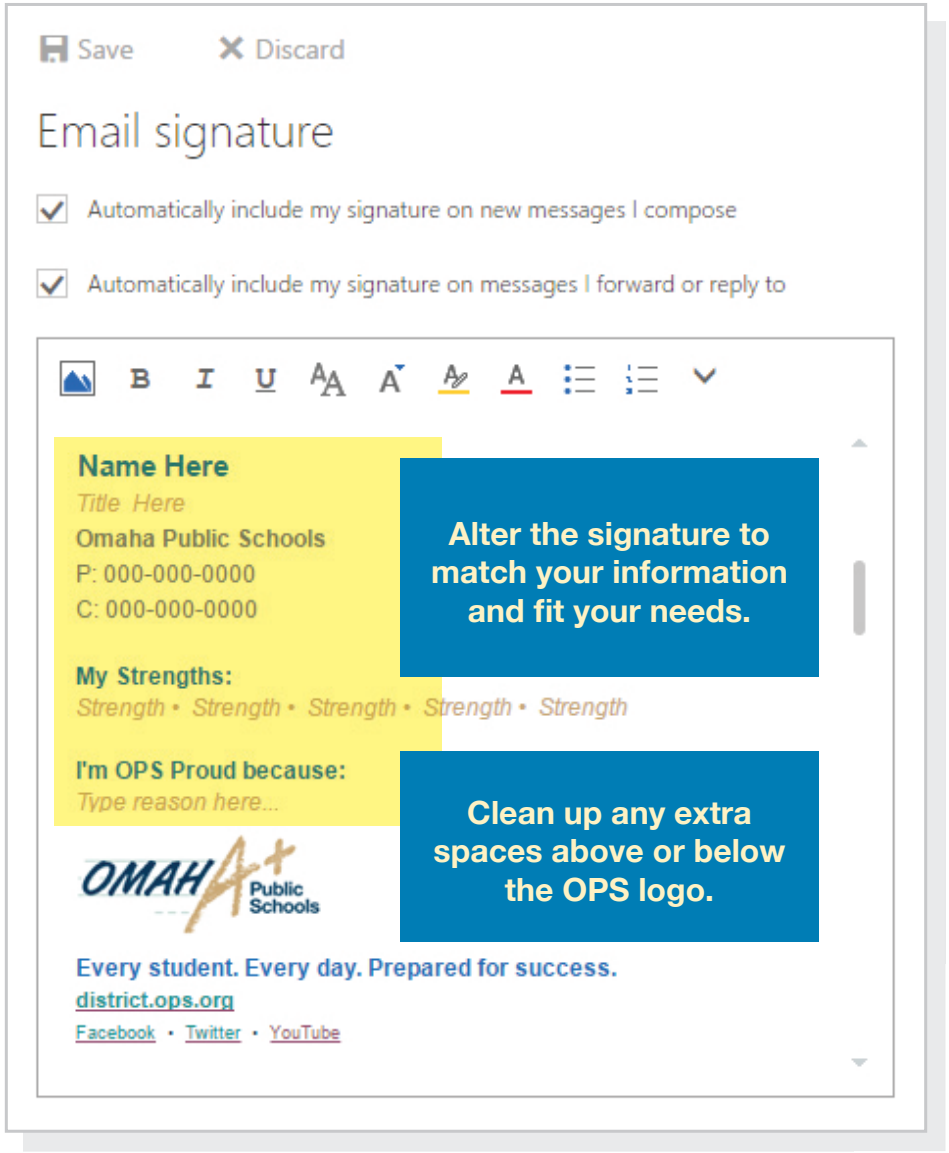
Step 4


Save
Discard
Email signature
Automatically include my signature on new messages I compose
Automatically include my signature on messages I forward or reply to
Name Here
Title Here
Omaha Public Schools
P: 000-000-0000
C: 000-000-0000
My Strengths:
Strength • Strength • Strength • Strength • Strength
I'm OPS Proud because:
Type reason here...
-- PLACE LOGO HERE --
Every student. Every day. Prepare
district.ops.org
Facebook • Twitter • YouTube
Delete "PLACE LOGO HERE" and leave your cursor in that space.

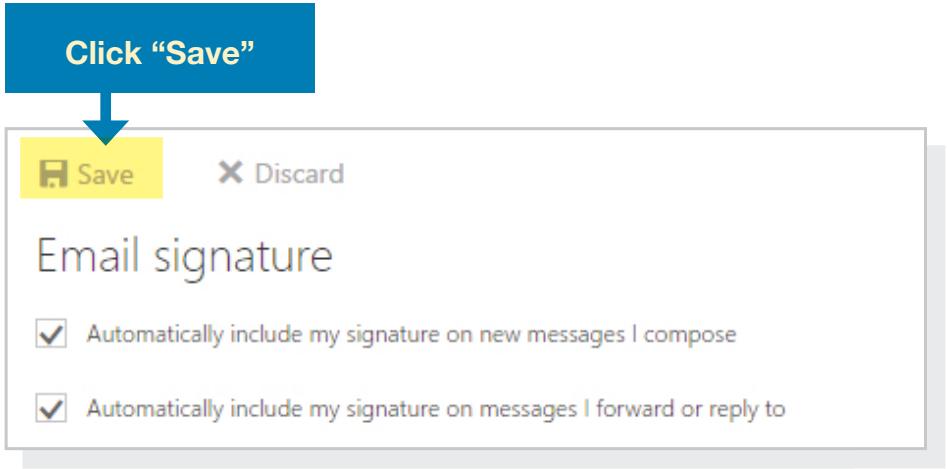
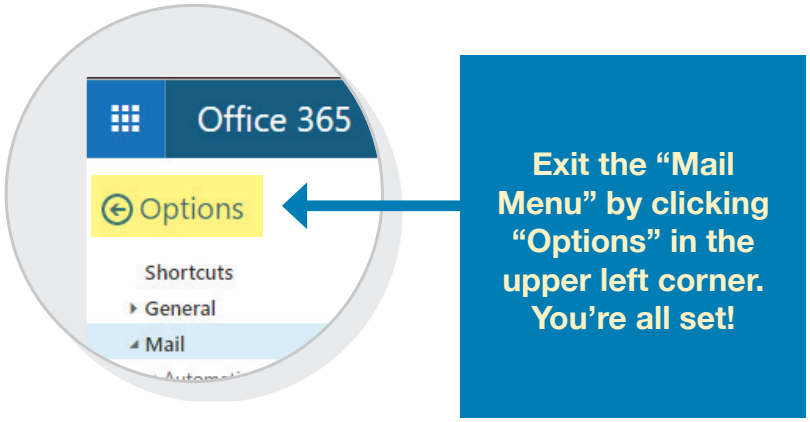
Step 5


Click the image icon and locate the logo you received in you email with this document.
Email signature
Automatically include my signature on new messages I compose
Automatically include my signature on messages I forward or reply to
Name Here
Title Here
Omaha Public Schools
P: 000-000-0000
C: 000-000-0000
My Strengths:
Strength • Strength • Strength • Strength • Strength
I'm OPS Proud because:
Type reason here...
Cursor Here
Every student. Every day. Prepared for success.
district.ops.org
Facebook • Twitter • YouTube

Step 6



Step 7



Step 8