

Columbia International University

Create a Signature using Webmail

(Revised: September 8, 2016)

1. Sign in to outlook.office365.com
2. In the upper right corner, click the **Settings gear >Options**.
3. Under Options, choose Settings > Mail.
Or
Under **Options**, choose **Mail > Layout > Email Signature**.
4. Under E-Mail Signature, in the text box, type the signature you want to use. Use the formatting mini toolbar to change the appearance of the signature. See [Marketing Toolbox](#) for specific format instructions.
5. To insert the CIU Logo into the signature text box, browse to the CIU University Logo on the [Marketing Toolbox](#). You will need to open a new tab in your browser to do this. Keep a tab open to keep your Webmail up. Find the University Logo and right click on the image.
6. Choose Copy Image
7. Go back to the E-Mail Signature Text box and click to place the cursor under your personal information and press CTRL+V (from a Windows machine) to Paste. Use Command + V (from a Mac) to Paste.
8. Make sure the “Automatically include my signature on messages I send” box is checked.
9. Click **Save** .

**If you have any questions or require additional assistance,
please contact IT Support Center (803) 807-5199**