How to change your signature line in Outlook 365

1. Click on the "Settings" gear

Settings

Search Outlook settings

Theme

View all

Dark mode

Focused Inbox
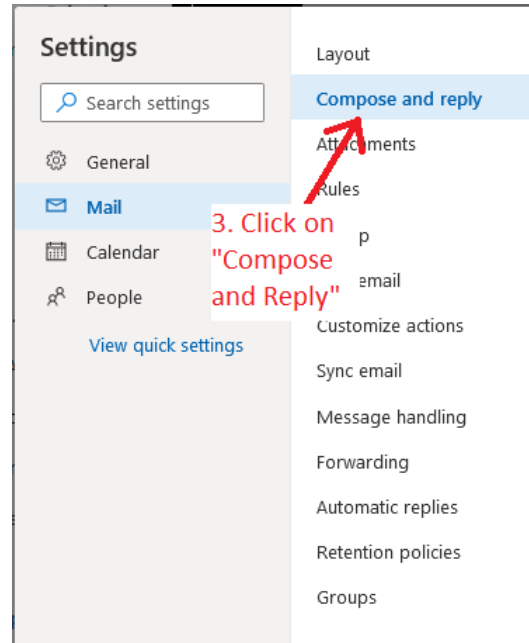
Desktop notifications

Display density

Full   Medium   Compact

Conversation view

2. Click on "View all Outlook settings"

View all Outlook settings

Settings

Search settings

General

Mail

Calendar

People

View quick settings

Layout

Compose and reply

Attachments

Rules
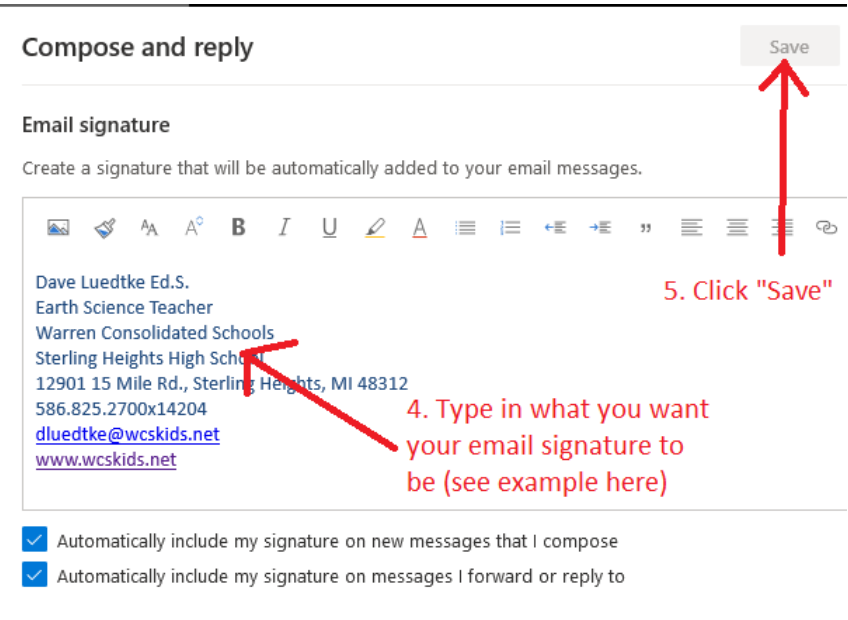
email

Customize actions

Sync email

Message handling

Forwarding

Automatic replies

Retention policies

Groups

3. Click on "Compose and Reply"

Compose and reply   Save

Email signature

Create a signature that will be automatically added to your email messages.

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5. Click "Save"

4. Type in what you want your email signature to be (see example here)

☑ Automatically include my signature on new messages that I compose
☑ Automatically include my signature on messages I forward or reply to