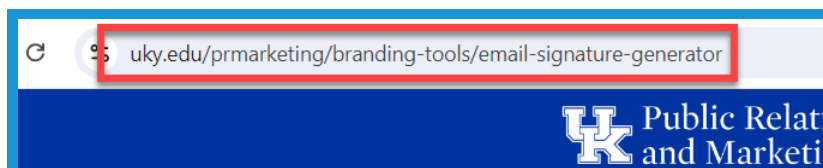
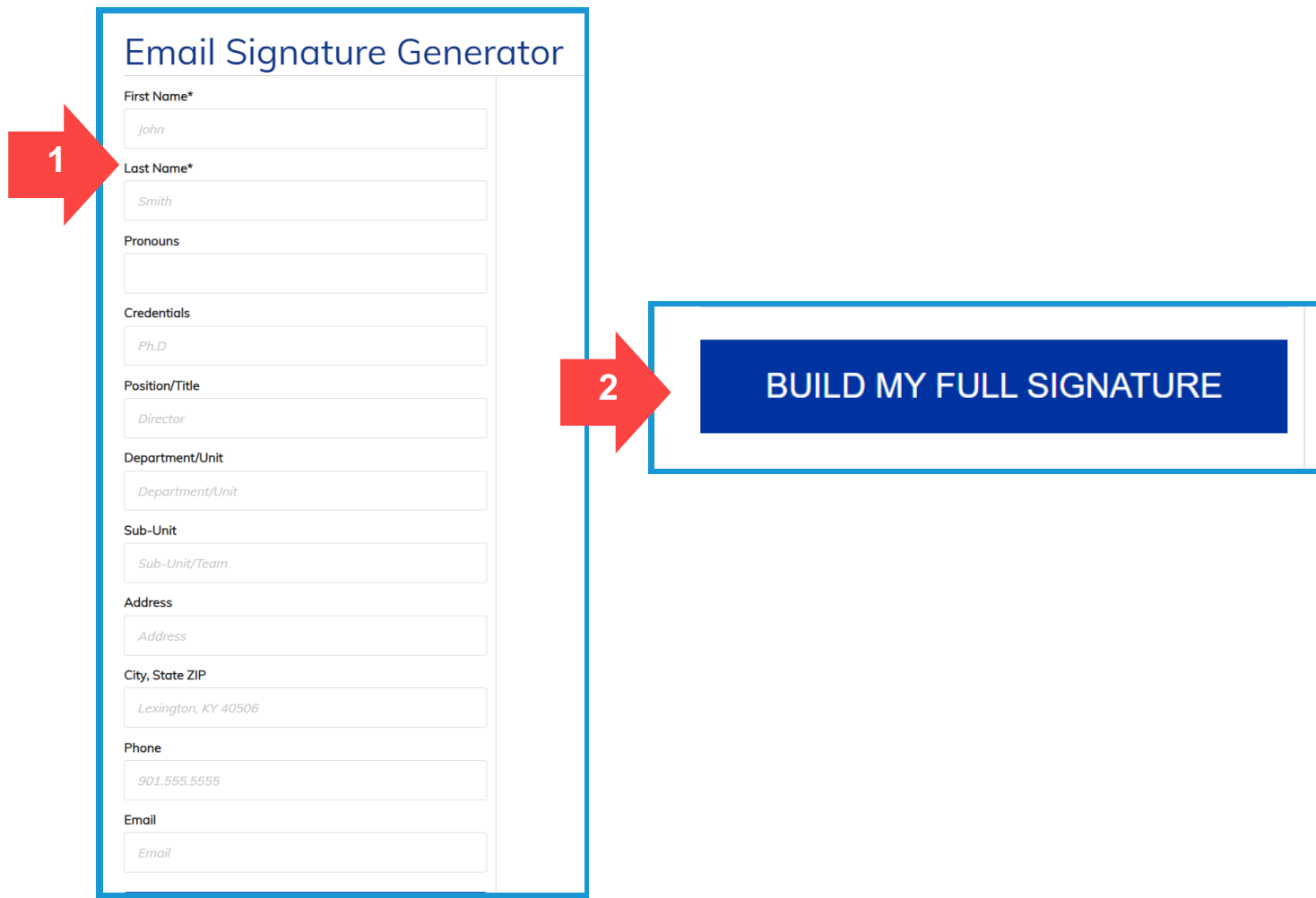


# Adding Signatures to the Outlook App on Phone

1. Navigate to the University of Kentucky Email Signature Generator (**Click here to access**).



2. Enter the needed information in the generator's fields **(1)**. Once completed, click the **Build My Full Signature button (2)** at the bottom of the screen.



**Email Signature Generator**

First Name\*

Last Name\*

Pronouns

Credentials

Position/Title

Department/Unit

Sub-Unit

Address

City, State ZIP

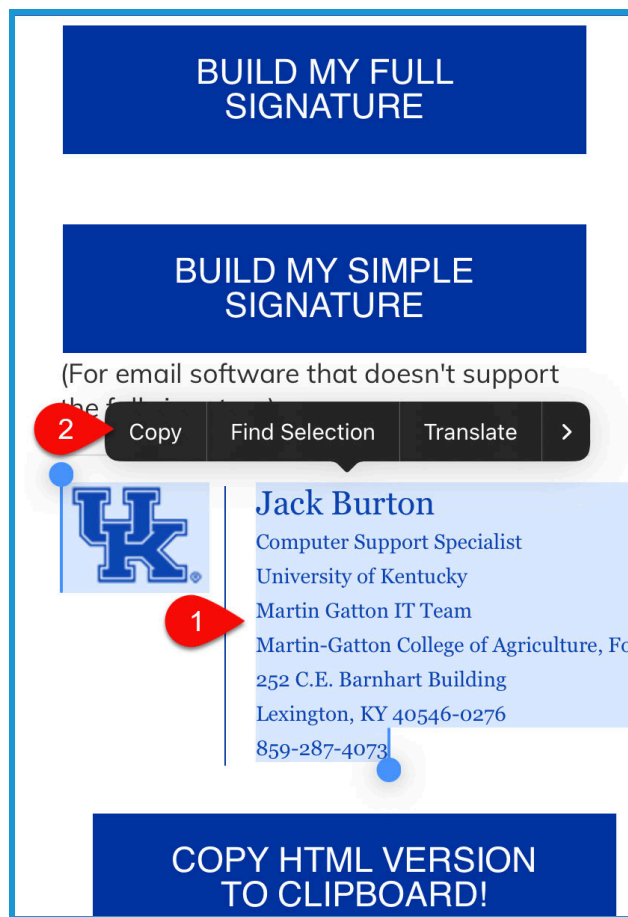
Phone

Email

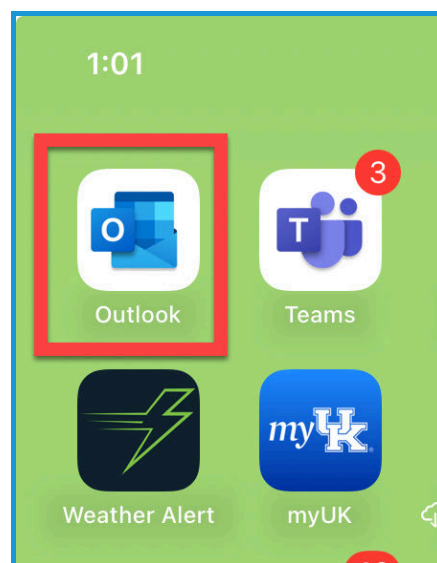
**BUILD MY FULL SIGNATURE**

# Adding Signatures to the Outlook App on Phone

3. Your signature will appear at the bottom of the screen. Hold your finger down, and drag across the signature to highlight the content **(1)**. Then tap **Copy (2)**.

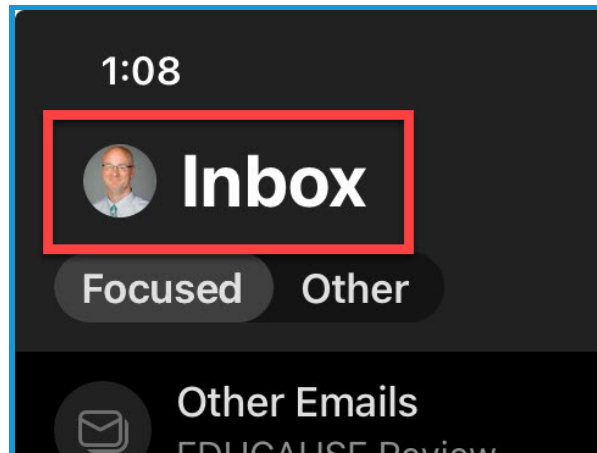


4. Open the Outlook App on your phone.

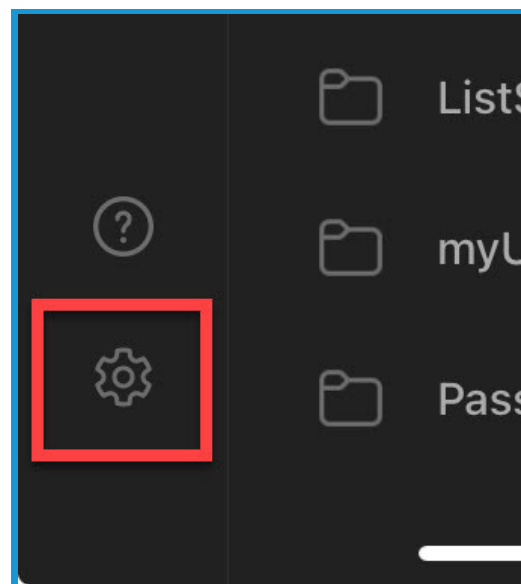


# Adding Signatures to the Outlook App on Phone

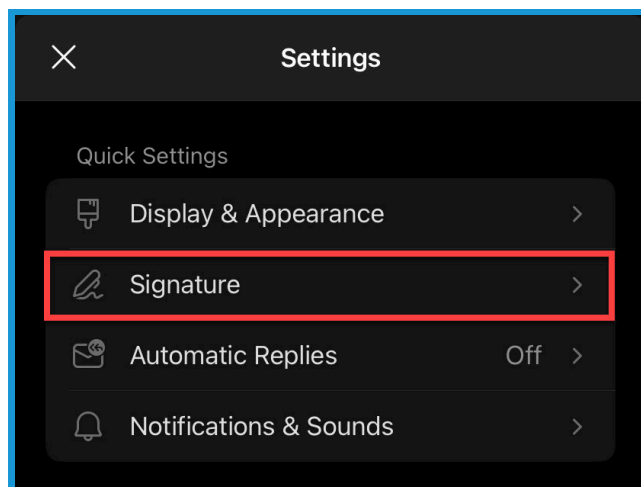
5. Tap on the **Profile button** in the upper left corner of the app.



6. Tap the **Settings button** (the gear icon) at the bottom left corner of the screen.

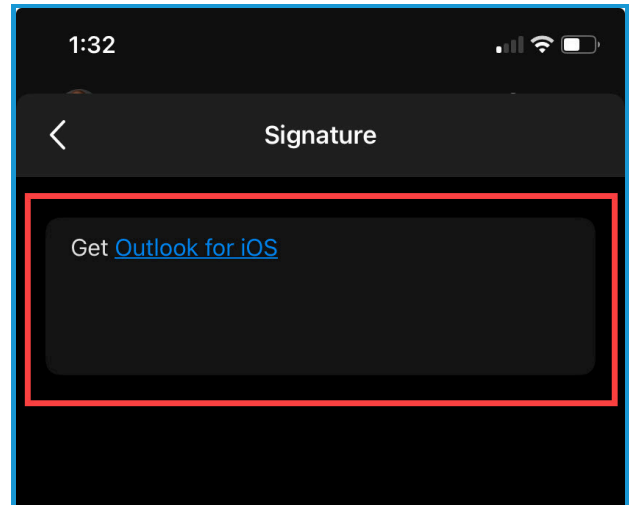


7. Tap **Signature** in the Settings window.

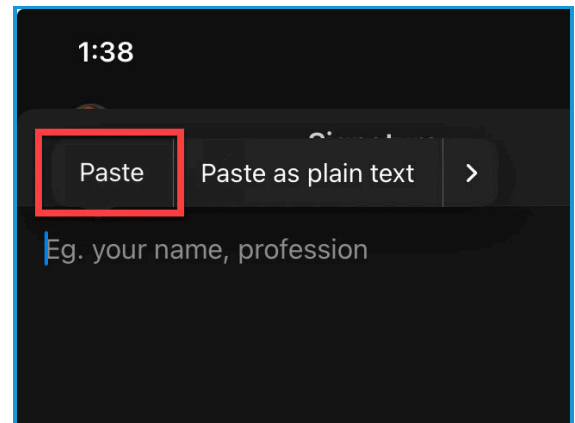


# Adding Signatures to the Outlook App on Phone

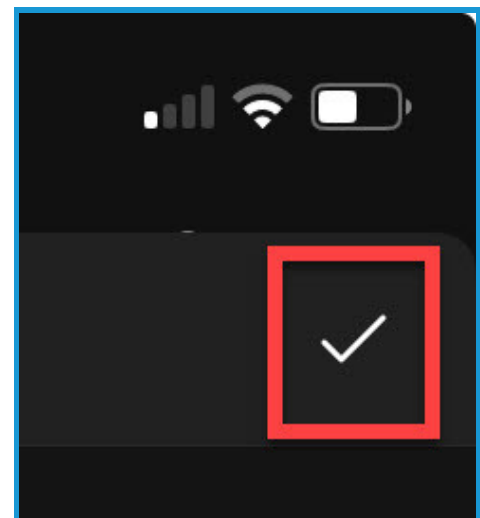
8. Tap inside the text box that appears below in the new window.



9. Remove any text that may exist. Then tap the screen, and select **Paste**.

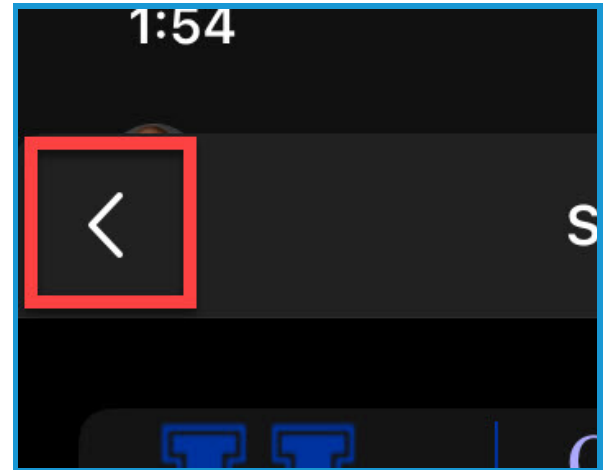


10. Tap the **Checkmark** button in the upper right corner.



# Adding Signatures to the Outlook App on Phone

11. Tap the **Back** button in the upper left corner.



12. Tap the **X** in the upper left corner of the Settings window.

