Outlook: Add a Student Signature

These directions will assist students in creating an e-mail signature in Outlook online.
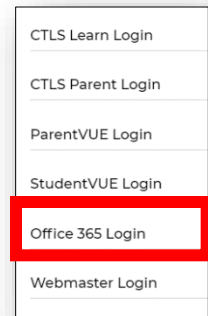
Opening Outlook Online from Microsoft 365

1. Open a web browser and navigate to https://www.cobbk12.org/.

2. On the red bar at the top of the screen, click **Login**.

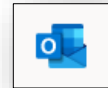3. Select **Office 365 Login**.

4. Enter your **CCSD Microsoft 365 username and password**.
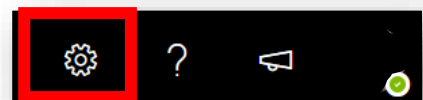
   Username: Firstname.Lastname@students.cobbk12.org
   Password: School computer password

5. On your Microsoft 365 Dashboard, click the icon on the left side column to open **Outlook**.

Adding e-mail Signature

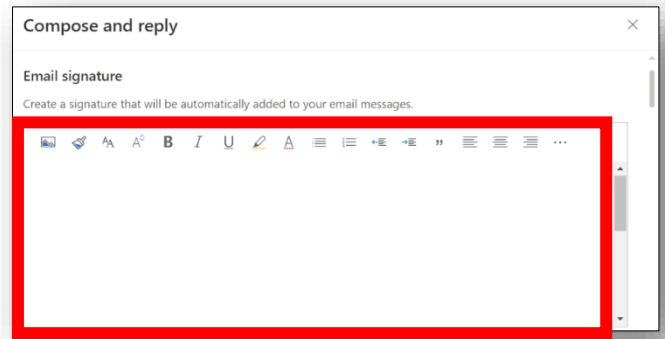1. In the upper right corner, click the **settings gear**.

2. In the settings **search bar**, type the word **signature**.

3. Click **Email Signature**.

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4. Enter your **Name** and any other information/awards/badges.

   Note: DO NOT add personal information like your phone number and home address.
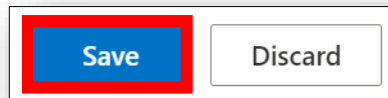
5. Customize the e-mail signature with images, font styles, etc.

6. Check the boxes to **automatically include the signature in new messages** and **messages that are forwarded or replied to**.
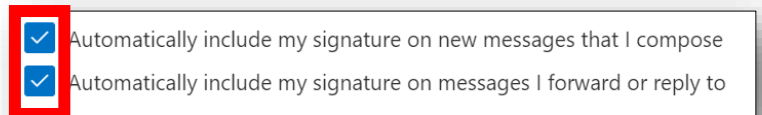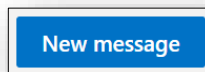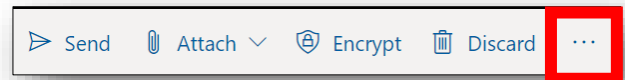
7. Click **Save**.

Using Outlook e-mail Signature

Note: If you checked the boxes to automatically include e-mail signature, it will appear each time you create a new message. The following directions will allow you to add the signature if it does not automatically appear.

1. Click **New Message**.

2. Click on the **ellipsis (three dots)** above the e-mail message.

3. Select **Insert Signature**.

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