



Instructions | How to set your Outlook Web App Email Signature

Begin by opening **Internet Explorer** and navigating to the appropriate Signature Template:

Default - <http://www.idahofallsidaho.gov/manuals/CitySignature.html>

Fire Department - <http://www.idahofallsidaho.gov/manuals/FireSignature.html>

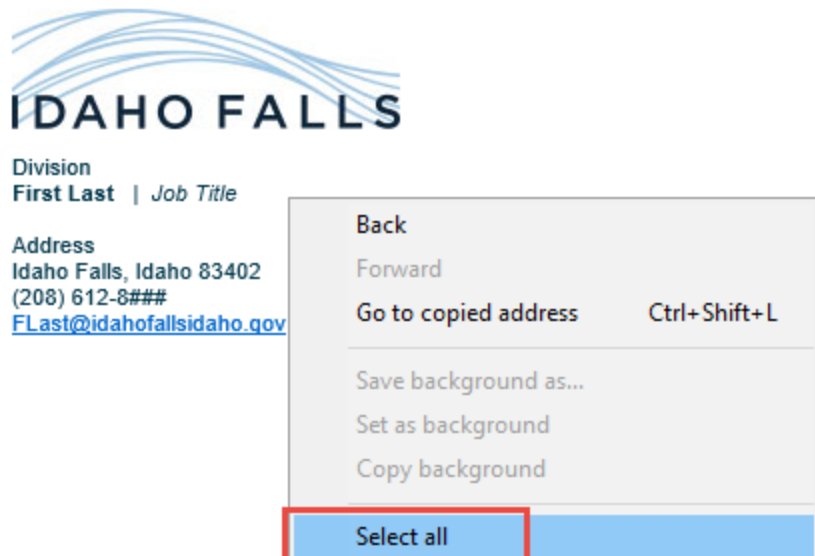
Library - <http://www.idahofallsidaho.gov/manuals/LibrarySignature.html>

Police Department - <http://www.idahofallsidaho.gov/manuals/PoliceSignature.html>

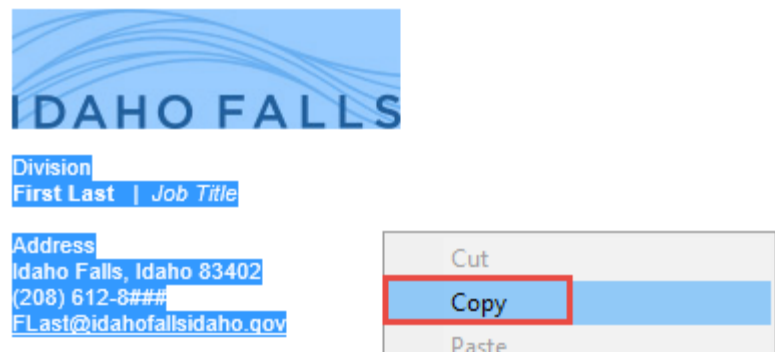
Public Works - <http://www.idahofallsidaho.gov/manuals/PublicWorksSignature.html>

Zoo - <http://www.idahofallsidaho.gov/manuals/ZooSignature.html>

1. Select all of the image and text by right-clicking in the white space and clicking Select All

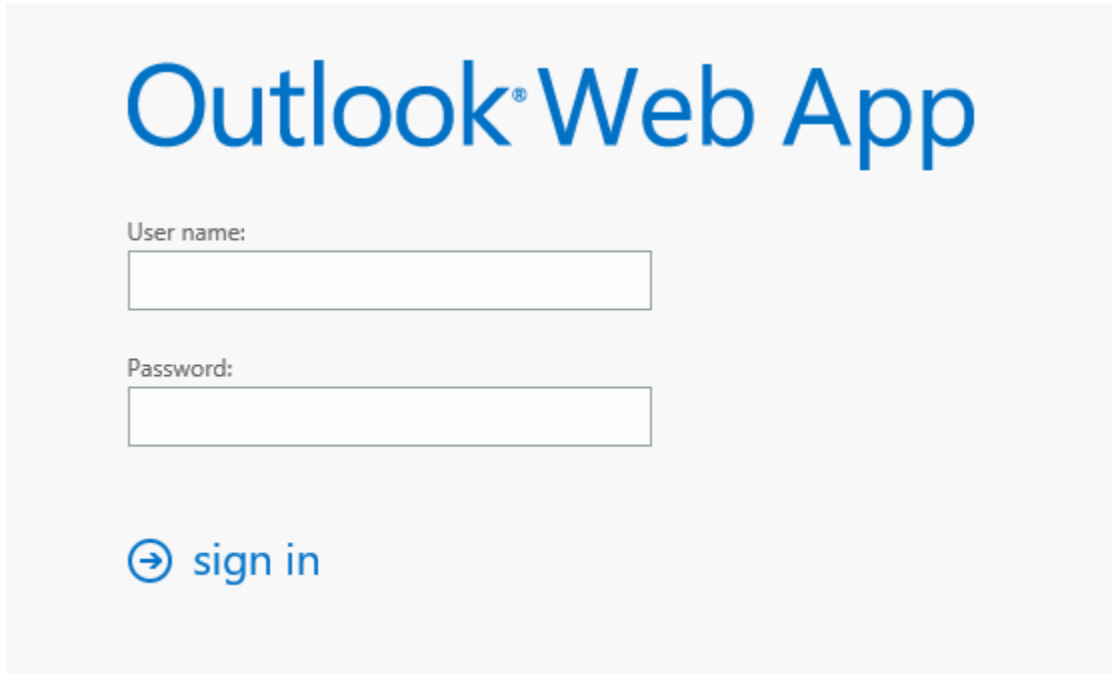


2. Then right-click in the white space again and click Copy

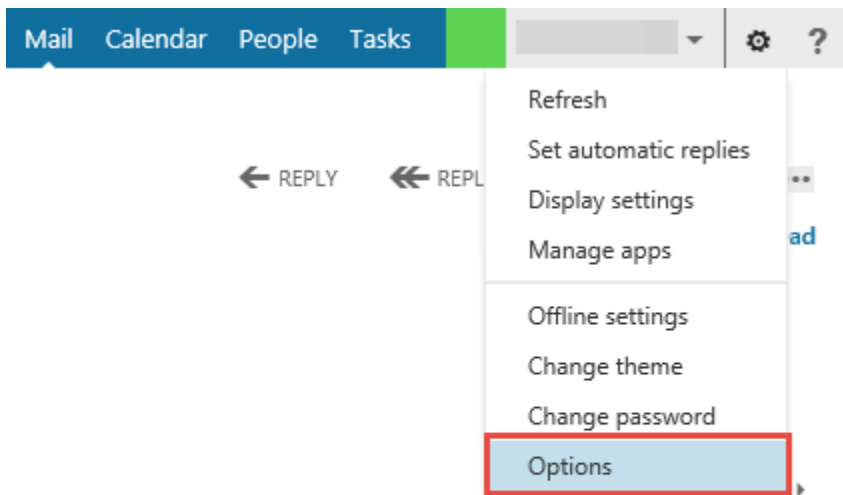


3. Now navigate to <https://mail.idahofallsidaho.gov/owa> (In Internet Explorer)

4. Sign in using your Windows credentials (First Initial and Last Name)



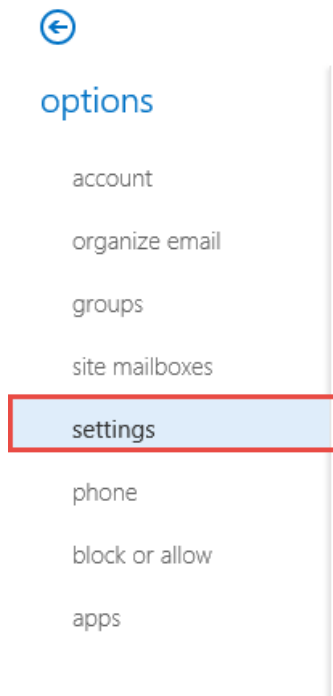
5. In the top right of the window, select the gear icon, then click Options.





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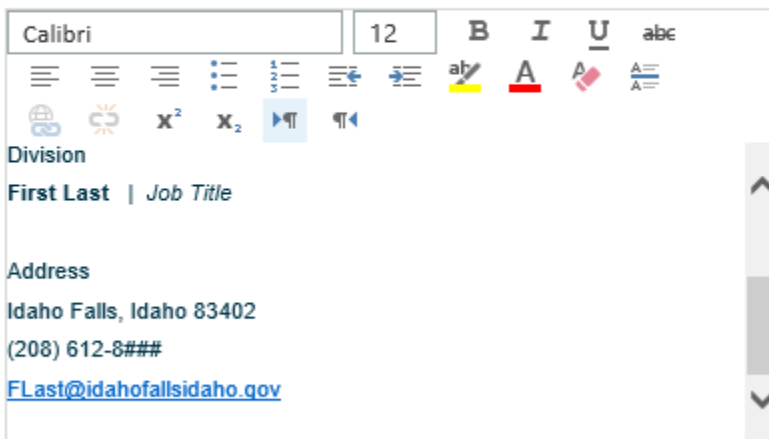
6. Select Settings on the left Side Navigation.



7. Left Click in the Email Signature text box and then press both CTRL and V on the keyboard (at the same time). This will paste the contents that you copied from the Signature Template into the text box. *It is very important to do this in Internet Explorer as other browsers will have issues with the template being pasted into the window.*

mail calendar regional password

email signature



Automatically include my signature on messages I send



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You can also at this time make sure that “Automatically include my signature on messages I send” is selected.

8. Now you need to edit the template to match your position and information. Be careful when selecting the existing text and then typing in your own as the format of the text can change. It is best to leave the first letter of the line the same and remove it after you’ve typed in your information.

Make sure that the formatting of the signature when you are done closely matches the template:



9. Then click save at the bottom of the window



10. Exit Options by clicking the back button in the top left of the window



11. Click “new mail” in the top left to view your new signature in the message pane.



If you have any issues with these instructions, please contact your IT Department.