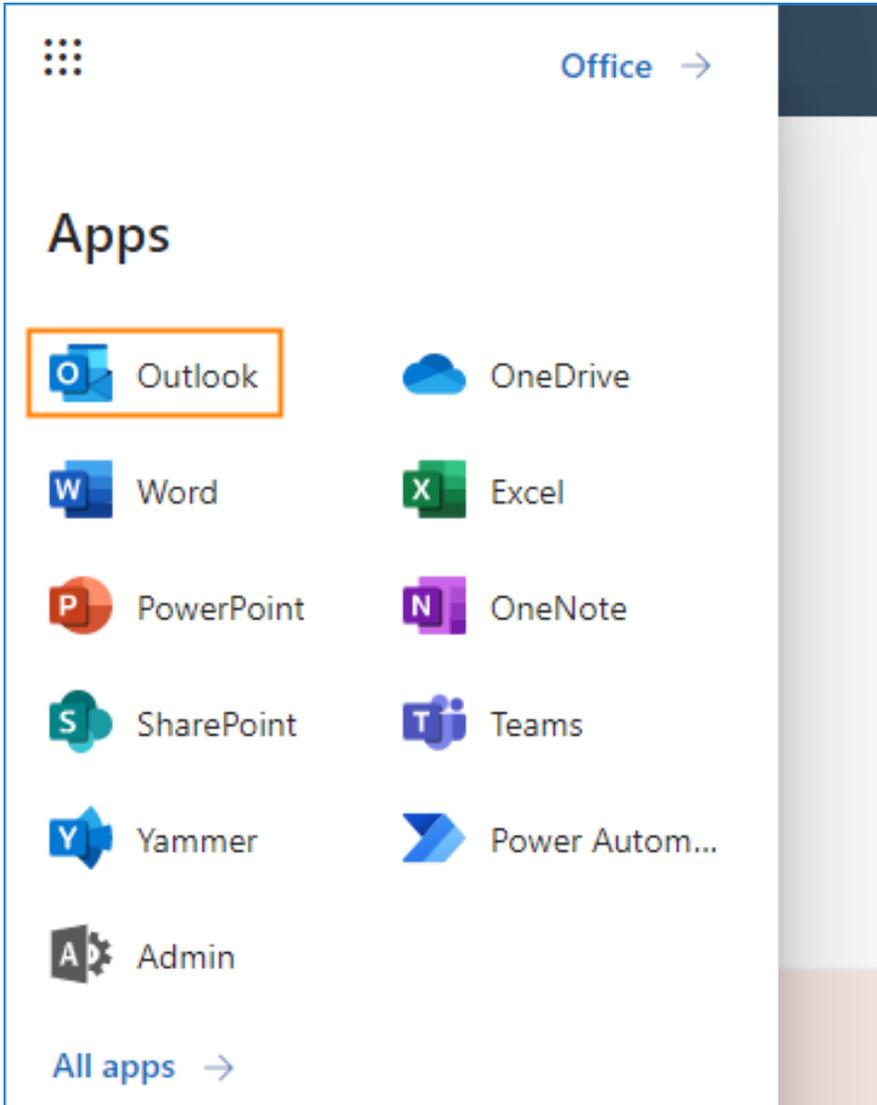
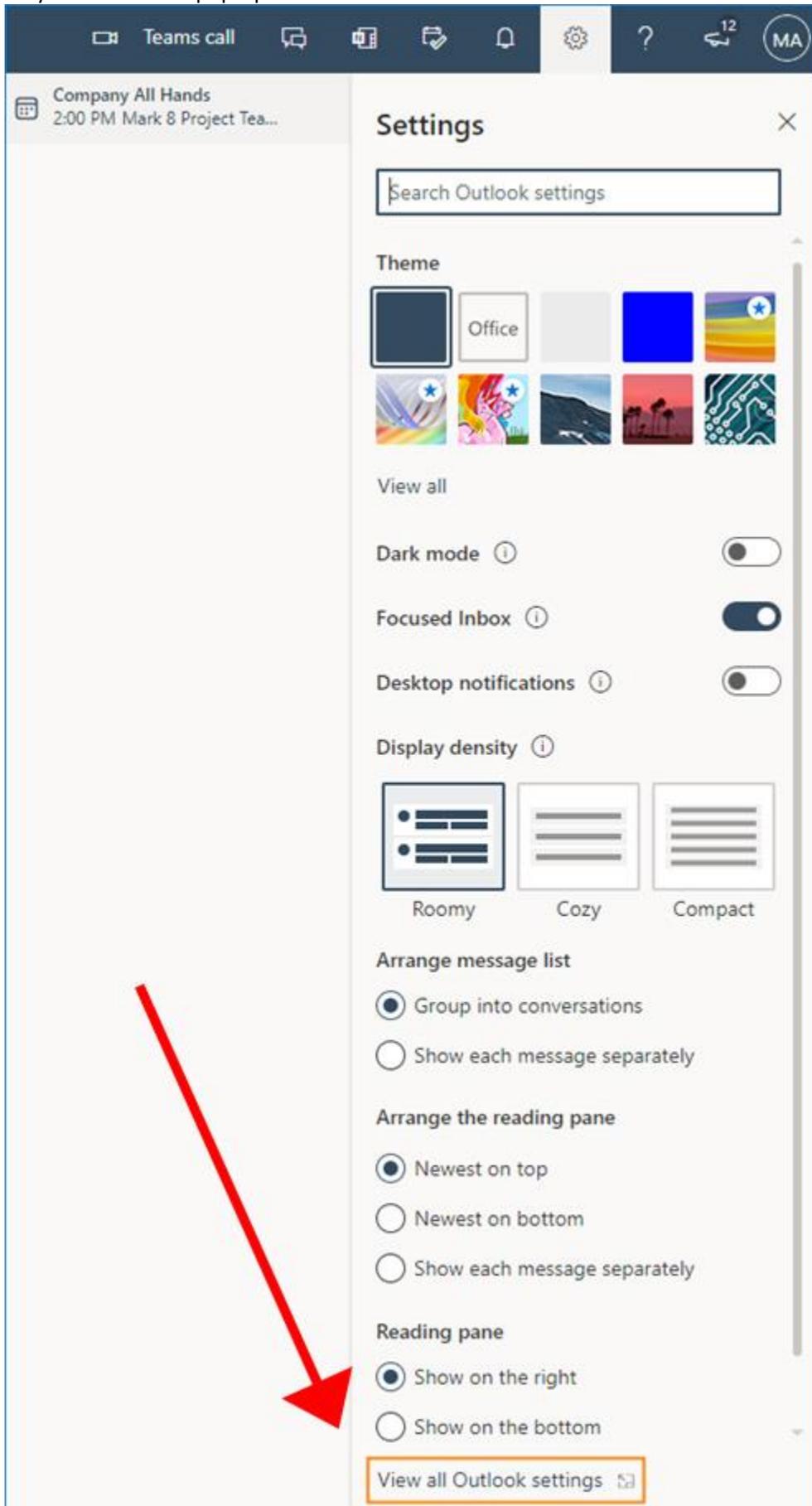


### Step-by-step guide

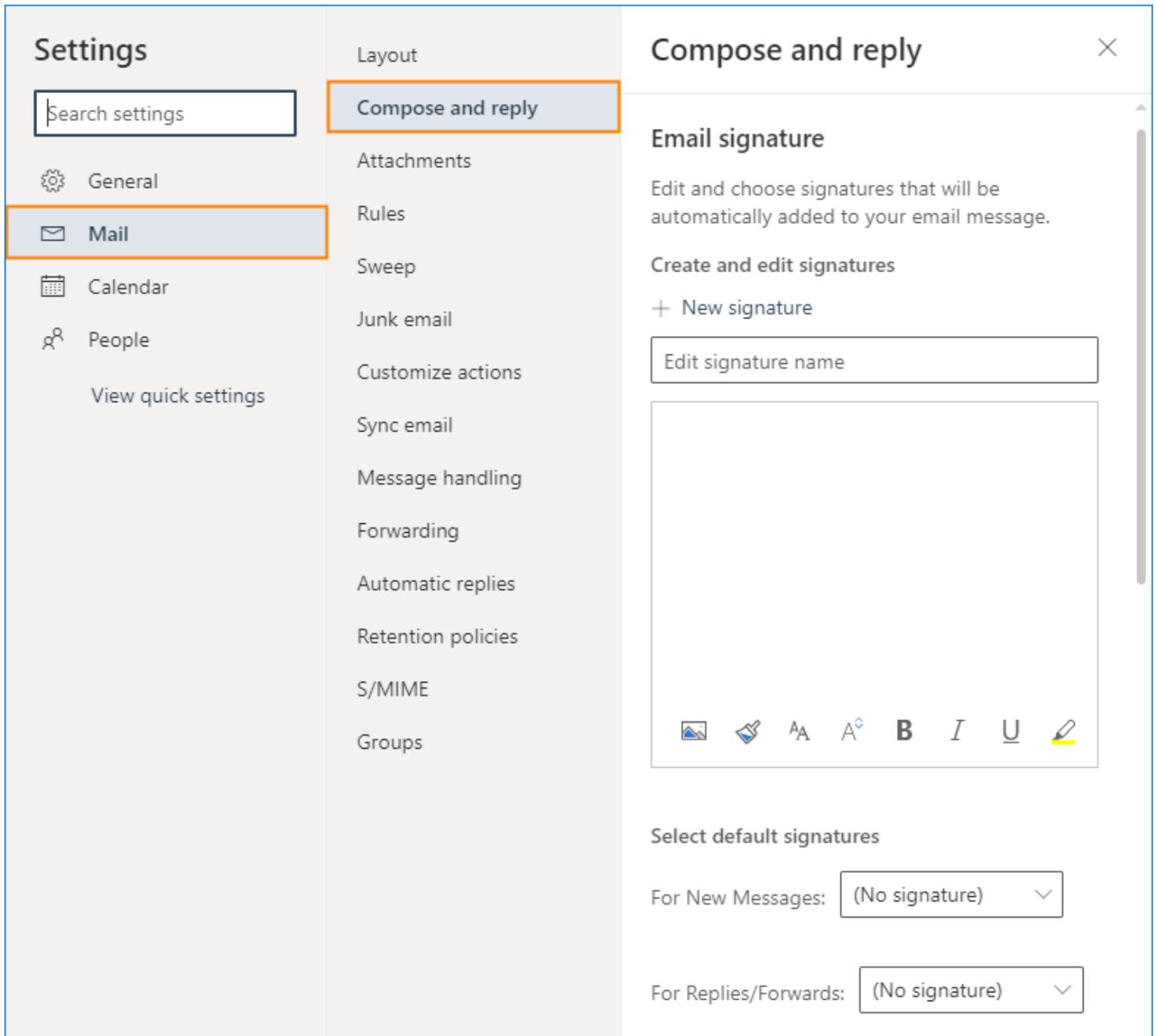
1. [Log in to your Office 365 account](#) and go to Outlook, or use the [direct Outlook link](#).



2. Next, open the Settings by clicking the gear icon in the top-right corner. Then, click View all Outlook settings at the very bottom of the pop-up window:



3. Go to **Mail > Compose and reply**. Here, you can create or edit your email signature, and choose whether it should appear automatically in your new messages and replies/forwards respectively.



The screenshot displays the Outlook Settings application. On the left, the 'Settings' pane is visible with a search bar and a list of categories: General, Mail, Calendar, and People. The 'Mail' category is selected and highlighted with an orange border. To the right of the 'Mail' category is a list of sub-settings: Layout, Compose and reply, Attachments, Rules, Sweep, Junk email, Customize actions, Sync email, Message handling, Forwarding, Automatic replies, Retention policies, S/MIME, and Groups. The 'Compose and reply' sub-setting is also highlighted with an orange border. The main content area on the right is titled 'Compose and reply' and contains the following elements: a section for 'Email signature' with a description and a '+ New signature' button; a text input field for 'Edit signature name'; a large text area for the signature content; a rich text toolbar with icons for image, link, font color, background color, bold, italic, and underline; and a 'Select default signatures' section with two dropdown menus: 'For New Messages' and 'For Replies/Forwards', both currently set to '(No signature)'.

If you leave both drop-down menus with their default values (No signature), you will have to add the signature manually when composing an email. The Settings window should also be accessible using [this Outlook Settings link](#).

4. Go to the [NOCE Brand](#) page and scroll down to Virtual Branding Resources. Two NOCE branded signatures will be available for everyone, select the one you like by highlighting it and select copy.

## Virtual Branding Resources

### NOCE E-mail Signatures



First Last Name

Job Title | Department

(Pronouns: she/her)

714.808.0199

email address

North Orange Continuing Education

1830 W. Romneya Drive

Anaheim, CA 92801

www.noce.edu



First Last Name

Job Title | Department

(Pronouns: she/her)

714.808.0199

email address

North Orange Continuing

1830 W. Romneya Drive

Anaheim, CA 92801

www.noce.edu



- Copy
- Select All
- Print Selection...
- Take Screenshot
- Search Google for "NOCE 50th Logo ..."
- View Selection Source
- Inspect Accessibility Properties
- Inspect (Q)
- Take Webpage Screenshots Entirely - FireShot >
- Bitwarden >
- AdGuard AdBlocker >

How To: NOCE E-mail Signature Through Outlook Website

5. Use the NOCE branded signature to quickly create a well-formatted email signature and paste it into the Outlook on the web's signature editor.

**Compose and reply**

**Email signature**

Edit and choose signatures that will be automatically added to your email message.

Create and edit signatures

+ New signature

External signature



**First Last Name**  
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www.noce.edu



Select default signatures

For New Messages: (No signature)

For Replies/Forwards: (No signature)

**Save** **Discard**

After you finish setting up the signature, hit Save. The signature settings should be applied right away.