**Here’s a step-by-step guide on how to change your signature in Outlook’s Browser Web Version.**

1. Launch Outlook on your computer by logging into “**Outlook**” through a browser window.
2. Select “**Settings**” at the top of the page.
3. Under “**Email Signature**”, Copy/paste the below text after filling in the spaces into the text box. DO NOT use the formatting tools to customize text style, add links or include images other than the ones provided.

**FNAME LNAME**

*Title*

**HOOD COLLEGE**

401 Rosemont Ave., Frederick, MD 21701

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1. Select the default signature for new messages and replies as the one you have just entered.
2. Select “**Save**” when you are done.