

Mobile Email Signature Instructions iOS (8 Steps)

1. Copy the new signature from <u>here</u>.





2. Open the Outlook app, then tap your **profile icon** in the upper-left corner. In older iOS versions, tap the three-line menu



3. Tap **Settings** (the gear icon).



4. Scroll to the Mail section.

5. Tap Signature.

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× Settings		
Mail		
Notifications		
Default dillon.reed	@moserenergy.com	>
Signature	Dillon Reed	>
Swipe Options	Set Up / Archive	
Focused Inbox (2)		
Badge Count	Focused Inbox	
Organize By Thread		
Show Contact Photo	s () 🔍 🦲	
Play My Emails		
Dictation		
Contacts		
Default dillon.reed	@moserenergy.com	
Sort By	First Name	
Calendar		
Notifications		

6. In the **Signature** screen, erase the old signature. Paste the new signature and make the necessary changes to your name and title.



- 7. When you're done, tap the **back arrow** to return to the **Settings** screen.
- 8. Congratulations, you did it!