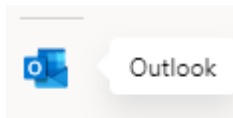


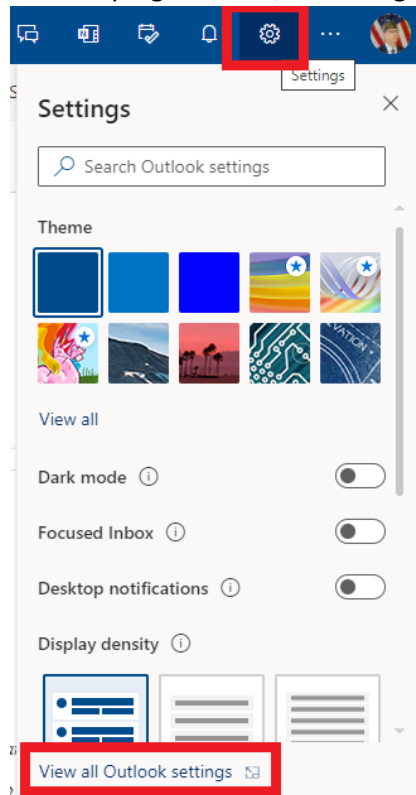
Setting your signature block with Outlook 365

Note: These steps must be done on a computer/laptop. The Mobile version of Outlook 365 will usually not show these options.

1. Go to office.com and sign in with your @vfwva.org account and password
2. Open Outlook by clicking the Outlook icon



3. In the top right corner, click the gear icon to open Settings



4. Click View all Outlook settings

5. In the expanded Settings popup that opens, click Compose and reply

The screenshot shows the Outlook 'Settings' application with the 'Compose and reply' section selected. The 'Email signature' field is highlighted with a red box and contains the following text: Robert Adamczyk (Check), Commander District 10, IT Committee Chairman, VFW Department of Virginia, cdrDist10@vfwva.org. Below the signature field, two checkboxes are checked: 'Automatically include my signature on new messages that I compose' and 'Automatically include my signature on messages I forward or reply to'. The 'Message format' section below has two unchecked checkboxes: 'Always show Bcc' and 'Always show From'.

6. Under Email signature, set your signature to whatever you would like it to be. Make sure to click or unclick the two checkboxes underneath depending on where you would like your signature to be automatically added.
7. The settings you selected should now work on both the computer/laptop version of outlook as well as the mobile version on your phone.