

July 2018

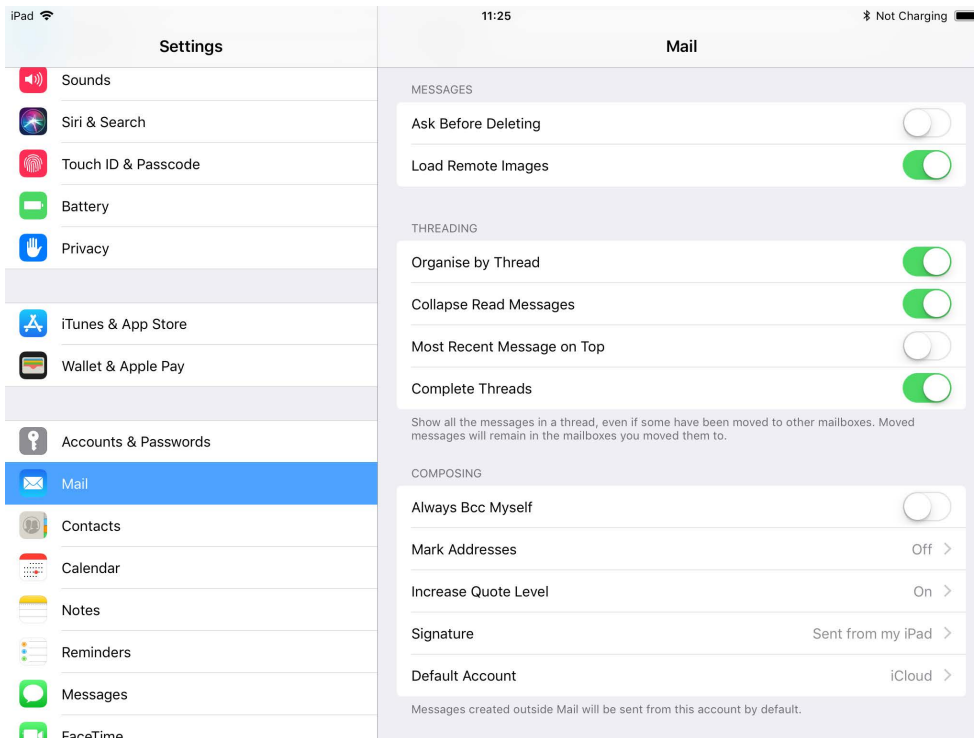
Managing your email signature on iPad, iPhone or iPod.

The following instructions apply to using Email on iOS Devices.

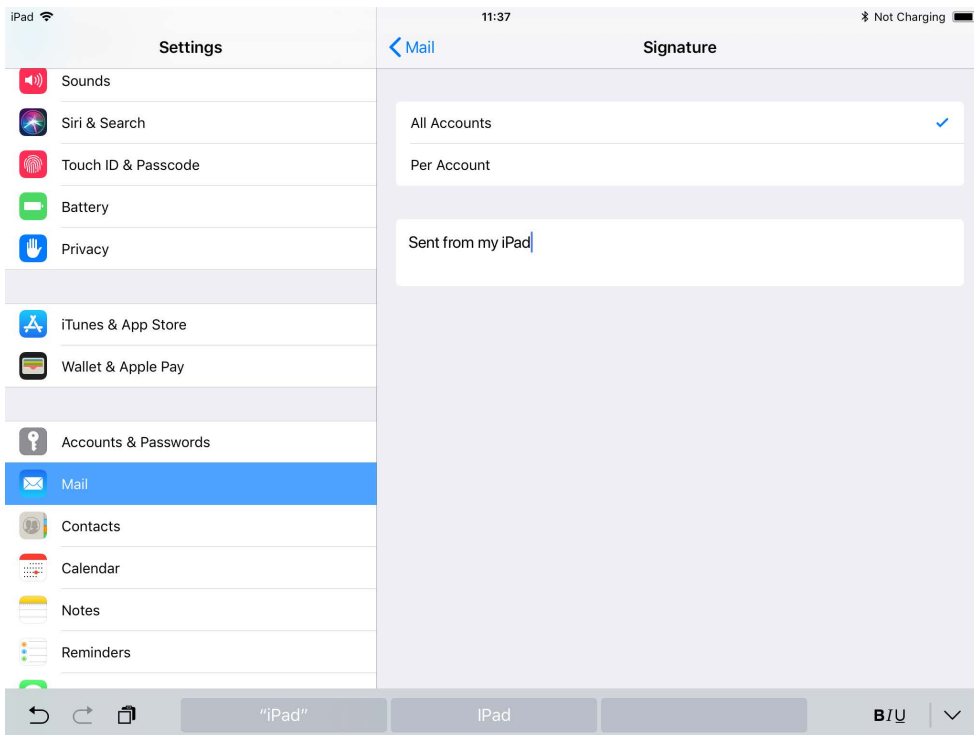
If you need further support, please contact IThelp@tees.ac.uk or visit one of the IT Service Desks or refer to Apple.

For iOS Mail: Tap Settings



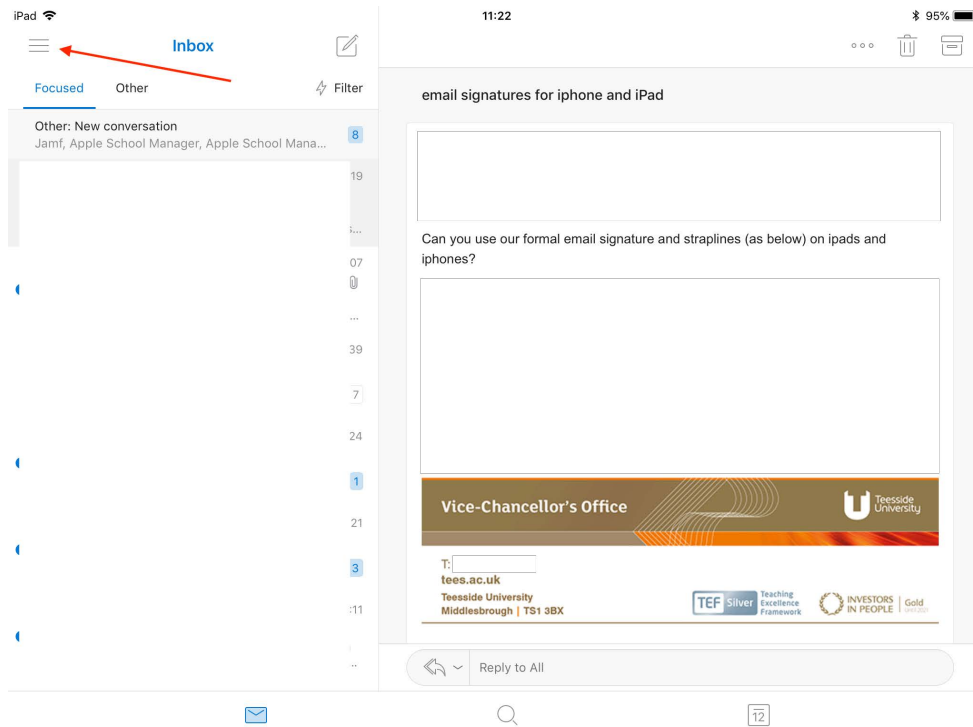


Tap Mail, then tap Signature

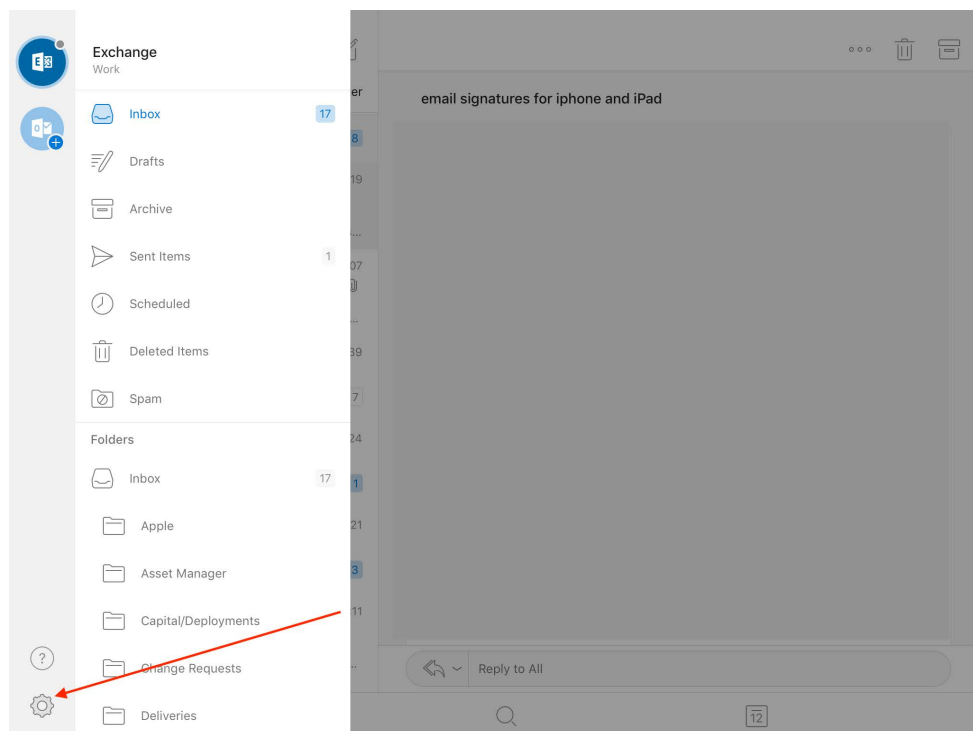


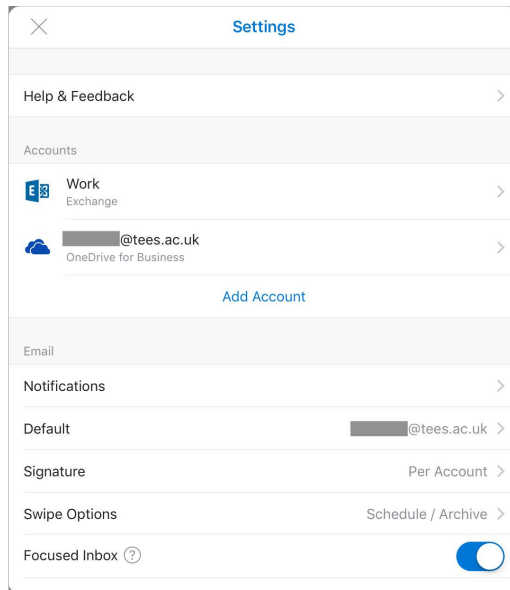
Enter your signature in place of the default text: 'Sent from my iPad'
You can also paste in an image copied.
Press and hold on the desired image, Tap Copy
Go to Settings - Mail - Signature
Press and hold in the signature box then tap Paste

For Outlook: Tap the Side Menu

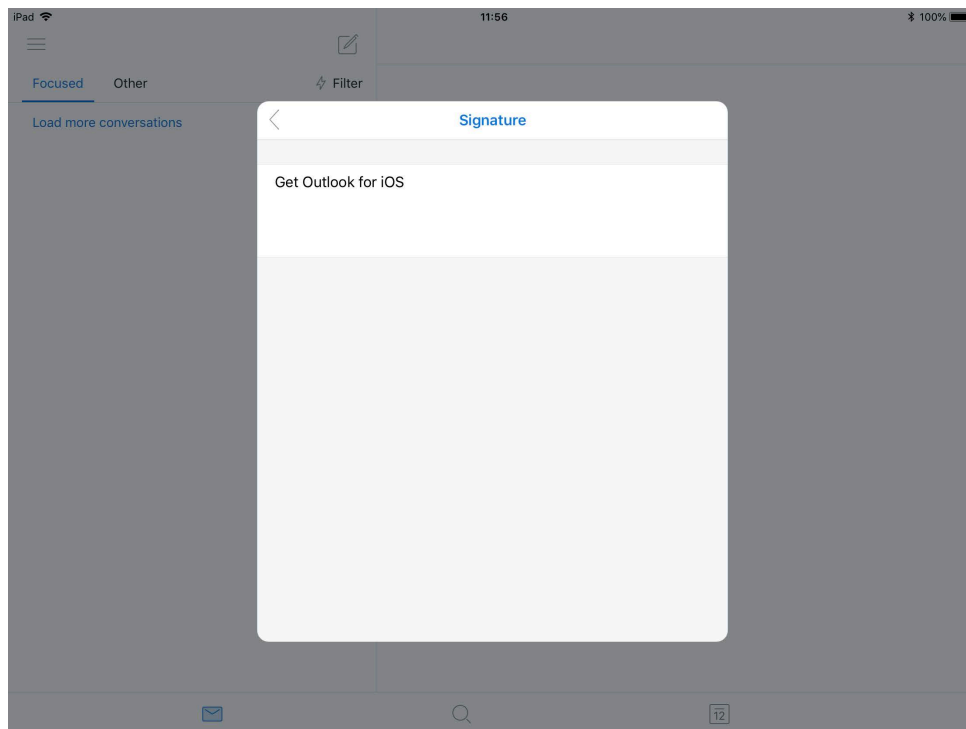


Tap the Settings Cog icon





Tap Signature and type your signature in place of Get Outlook for iOS



On both iOS Mail and Outlook you can have separate Signatures for different accounts by selecting between Per Account and All Accounts. Outlook for iOS does not support images in email signatures