BYOD/Hypori Microsoft Outlook Signature Block

Introduction

This document provides instructions on how to edit the signature block within the Microsoft Outlook application in your Hypori Halo virtual workspace.
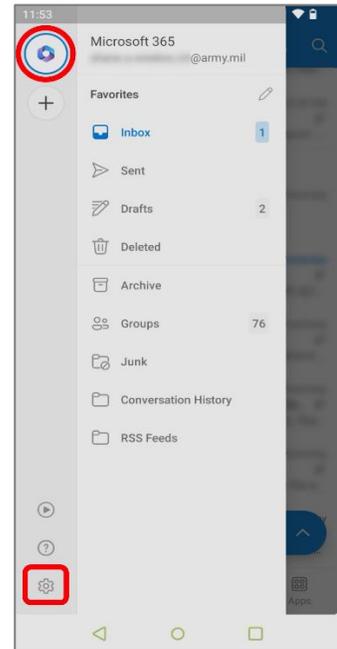
These instructions are intended for users who have already configured their email using the Outlook Email client.
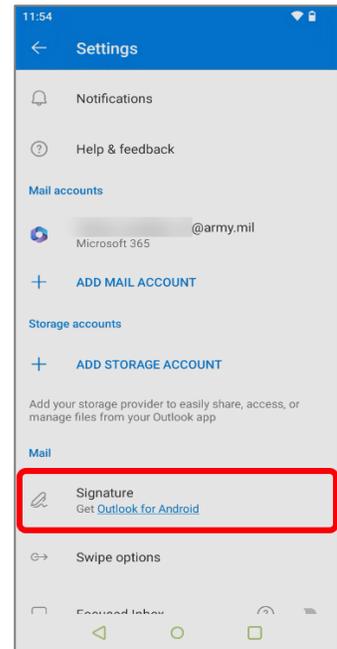
Procedure

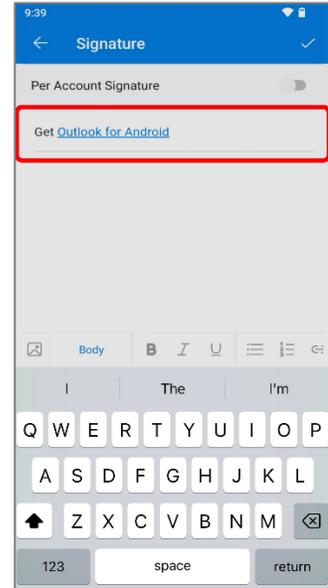1. From the home screen of the Hypori Halo Client, open the *Outlook* app.

2. The *Settings* menu can be accessed from Outlook by selecting the Office365 logo, then selecting the Settings gear.
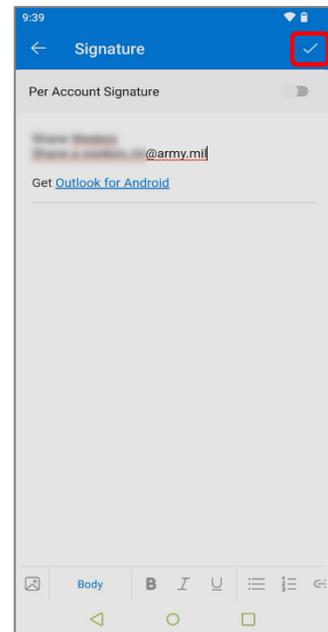
3. In the *Settings* menu, select *Signature*

4. Enter your desired signature block information in text field. The default text here is "Get Outlook for Android."

5. Select that check to accept the signature block changes.

6. You are returned to the settings menu, where your signature change is reflected.

Select the back arrow to return to your inbox.