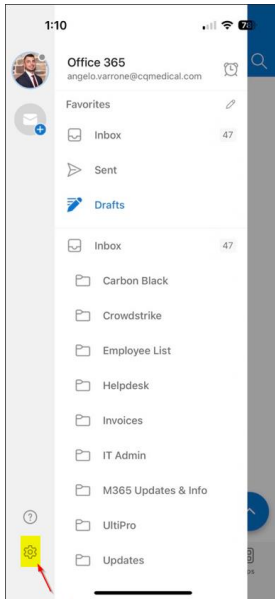
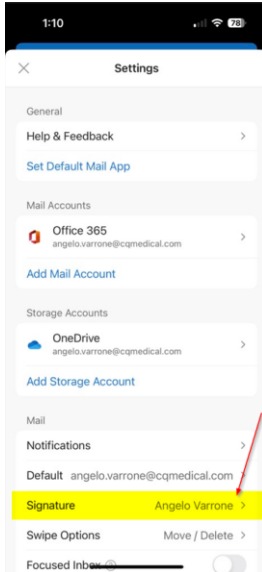


## Edit Signature on Outlook Mobile App

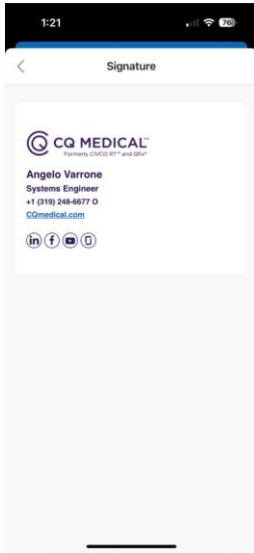
1. Before you set up your signature on the Outlook mobile app, you'll need to be able to access a copy of your signature from your cellphone. This can be done either by going to your sent items and copying your signature from an email you've previously sent or simply by sending yourself an email that just contains your signature. Whichever method you choose, be sure to copy your entire signature
2. Open the Outlook app on your mobile device
3. In the top left hand corner, click on your icon. It will either be your picture or your initials
4. Then click on the settings icon in the bottom left hand corner of the screen



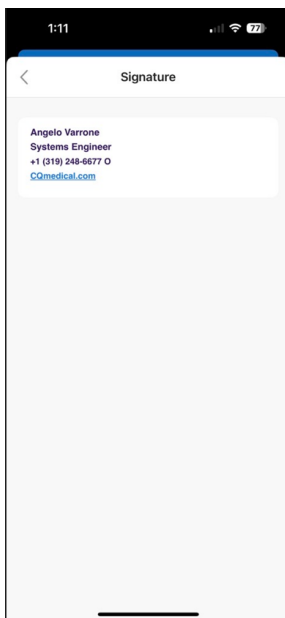
5. Then you will select "Signature" towards the bottom of the screen



6. The pictures in the signature will not work on your mobile device. This means your mobile device signature will be limited to your name, job title, phone number(s), and the link to [cqmedical.com](http://cqmedical.com). Going back to step 1, you should have your signature copied at this time. You will then click in your signature and paste your new signature



7. At this point, you will select the CQ Medical logo and all 4 icons at the bottom of your signature and simply delete them. Once complete, you will select the check mark in the top right hand corner of the screen to stop editing your signature. Your signature should look something like this.



8. You will now exit out of the screen by clicking the back button in the top left hand corner and finally the "x" in the top left hand corner of the settings screen