



## Change the Default Signature in Outlook Phone App

Default Signature = Get [Outlook for iOS](#)

1. Open the Outlook app on your iPhone or iPad.
2. Tap the icon in the upper left corner of the Outlook screen (it appears as a **home icon**  if you're signed into multiple outlook accounts and you **Outlook profile picture** if you are not)
3. Tap the **Gear** icon  in the lower left corner of the opened sidebar.
4. Tap **Signature**.
5. Revise signature as desired.
6. Tap the < in the upper left corner of the **Signature** screen.