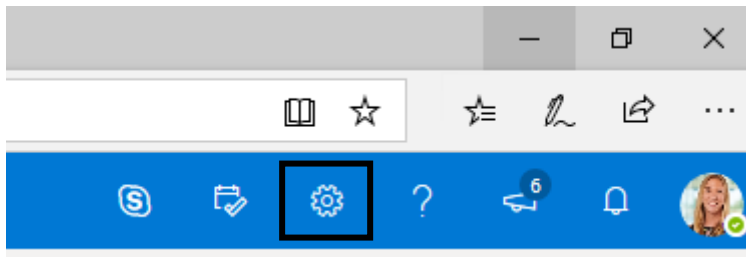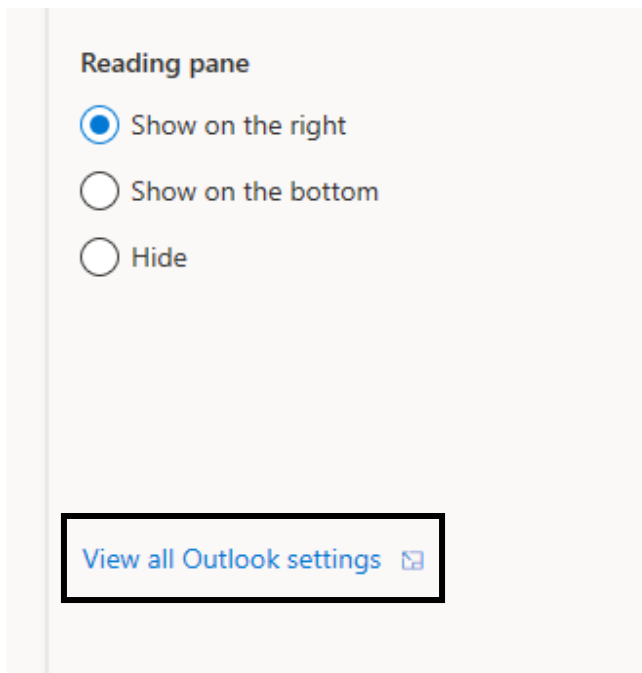# Sartorius Webmail – How to Insert Your Email Signature

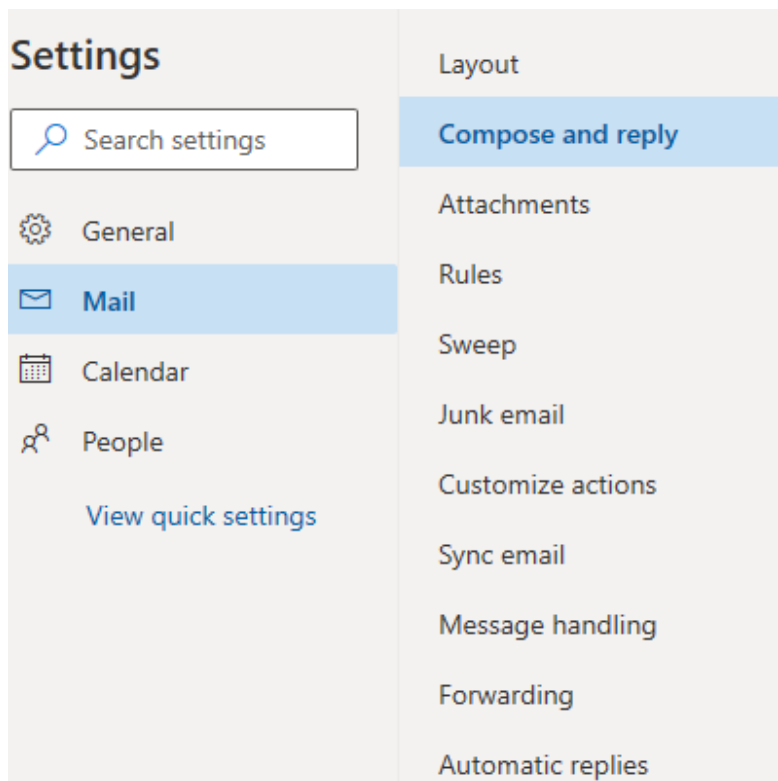1. Open your browser, go to webmail.sartorius.com and log in to your account

2. Click on the gearwheel symbol at the top left to open the settings

3. Go down to the bottom and select "View all Outlook settings"

4. Select "Mail" and "Compose and reply"

Settings

Search settings

General

Mail

Calendar

People

View quick settings

Layout

Compose and reply

Attachments

Rules

Sweep

Junk email

Customize actions

Sync email

Message handling

Forwarding

Automatic replies

5. Insert your email signature according to the email signature guidelines and select

"Automatically include my signature on new messages that I compose"

6. Save your settings by clicking on the "Save" button