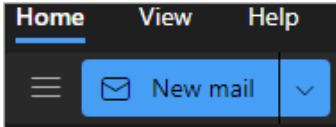


# How to Update Info in Outlook Email Signature

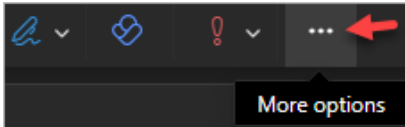
Using Outlook on the web (web mail)

Please use the below instructions to update incorrect fields in your email signature.

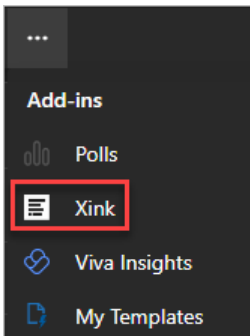
- Click **New Email** from within web mail.



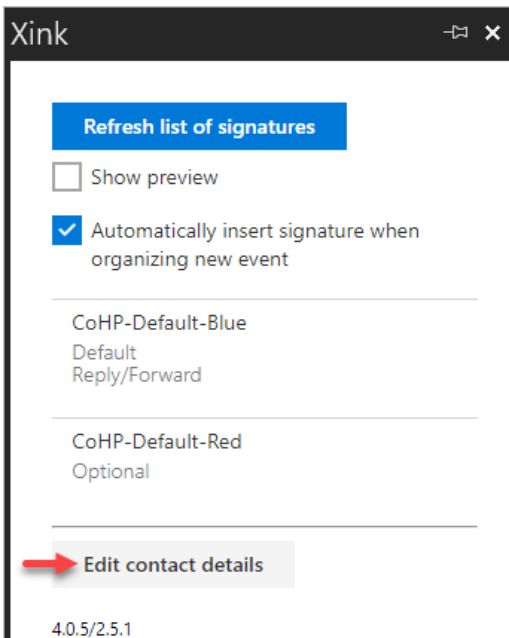
- Click the ellipsis in the ribbon bar for more options.



- Click Xink



- Click **Edit contact details**.



- You should see the below screen.

Edit your Xink contact details

Alternate Display Name

Alternate Job Title

Alternate Office Phone

Exclude Office Phone

Mobile Phone

- By default, all the above fields are blank. However, these can be used to override/correct the information being populated by the system. There are also a couple other options. If you do not want an office phone number to show up in your signature, check the box for **Exclude Office Phone**. If you want your mobile phone included, simply type your number in the **Mobile Phone** field. Once you have updated the fields, click **Save** at the bottom of the form.
- The changes will go into effect the next time you open a new email or reply to an email.