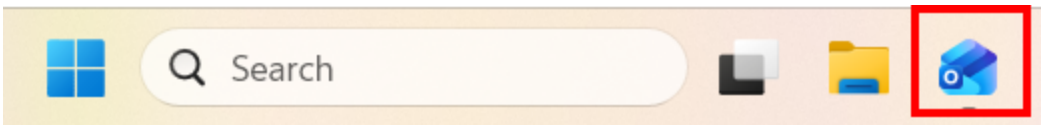


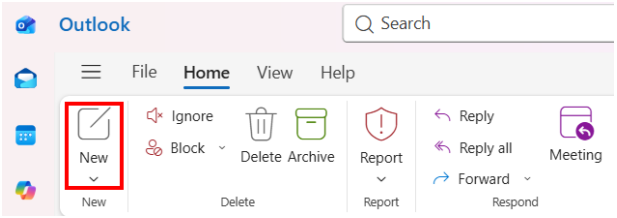
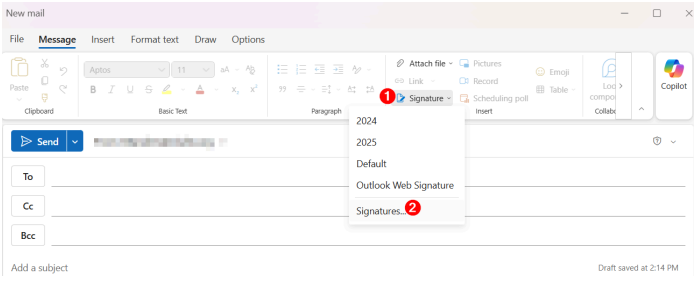
Desktop App Required	Web App Required	Phone or iPad App Optional

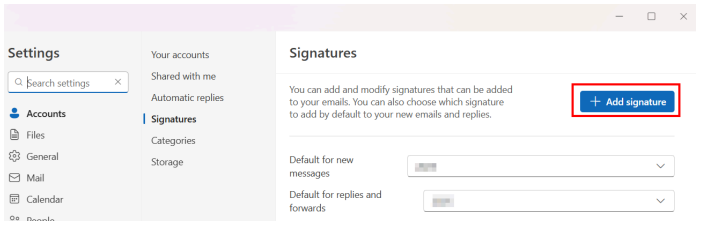
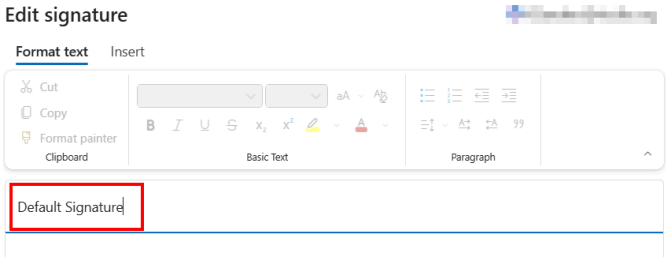
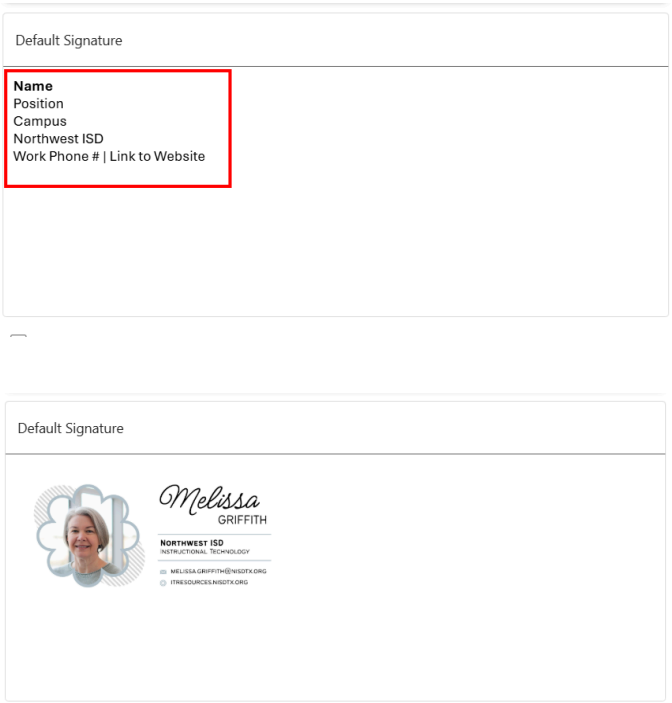
Outlook Desktop App

This section applies only for NISD-issued staff laptops; for paraprofessionals who were issued a Chromebook, proceed to the next section below (Web App).

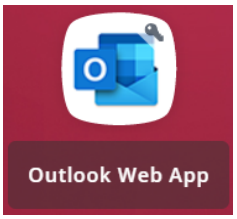
1. To open the Outlook Desktop App, click on the Outlook Icon in the computer taskbar.



Desktop App email signature set up	
2. Select New Email in the top left corner	
3. Within that new email, select Signature, then Signatures.	

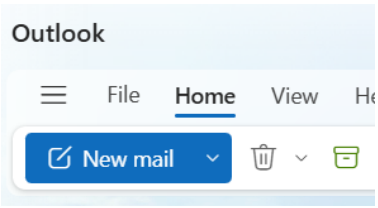
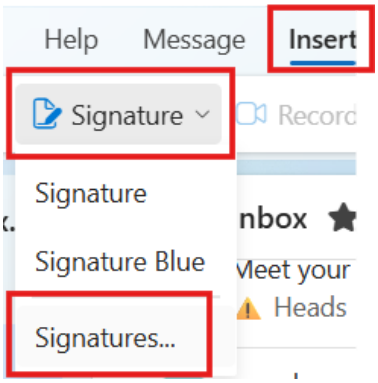
4. Select Add Signature	
5. Name your signature. No one sees this but you.	
6. Use the following as a template. You may also consider creating an email signature on Canva. Your Canva design can be downloaded and inserted in the signature box as an image.	
7. Check the boxes for this email to be set as the default for new New Messages and Replies and Forwards. Click Save	
8. Close the New Email previously opened. Click New Email again. Your new signature should be attached.	

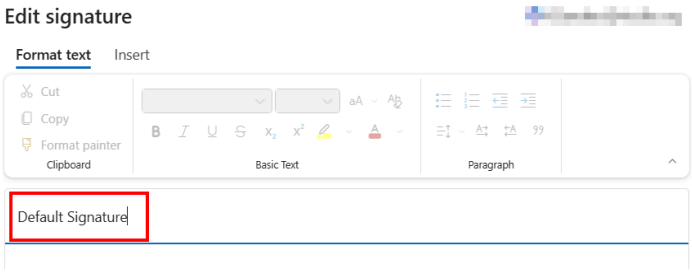
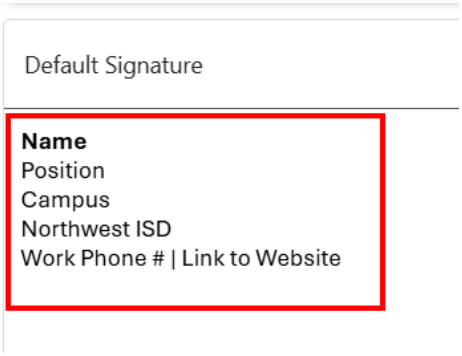
Outlook WEB App



1. Go to portal.nisdtx.org
2. Select Outlook Web App
3. Log in using NISD credentials

***You can also access the Outlook Web App directly by navigating to owa.nisdtx.org*

Web App email signature set up	
4. Select **New mail** in the top left corner	
5. Select **Insert** > **Signature** > **Signatures**	
6. If you previously created an email signature through the Desktop App, you can select that email signature as your preferred Signature in the Web App. Use the drop down option next to Default for new messages and Default for replies and forwards to select. Otherwise, go to the next step to create a new signature.	
7. Select **Add signature**	

8. Name your signature. No one sees this but you.	
9. Add the text and any images you wish to have in your signature. (You may also consider creating an email signature on Canva, which can be downloaded and inserted in the signature box as an image.)	
10. Set this new signature as the default for both **New Messages** and **Replies and Forwards**.	
11. **Close** the new email previously opened. Click **New email** again. Your new signature should be attached.	

Phone or iPad App (optional)

If you'd like mobile access to your email, use the following instructions to get your NISD email connected on your iPad, iPhone, or Android.

Instructions for adding NISD Email to iPhone or iPad	Instructions for adding NISD Email to Android Phones