**Changing Your Office 365 Outlook Web App Email Message Format to HTML**

If your Office 365 Email signature is not displaying the Agency colors and logo even though you setup your signature correctly, your Outlook Web App *Message Format* setting is set to **"Plain Text"** and will need to be changed to **"HTML"**.

To change the Message Format setting from "Plain Text" to "HTML" in Outlook Web App, please follow the instructions outlined below.
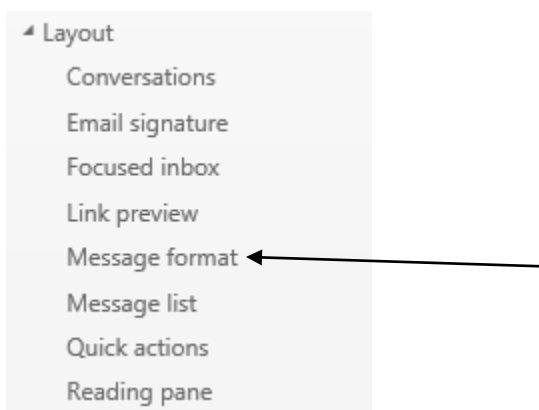
Select the Setting icon in the upper right hand corner:
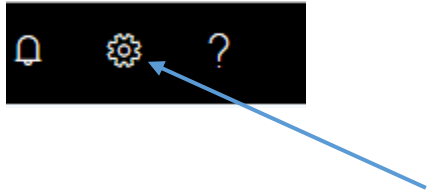
Select "Mail" towards the bottom of the options menu:
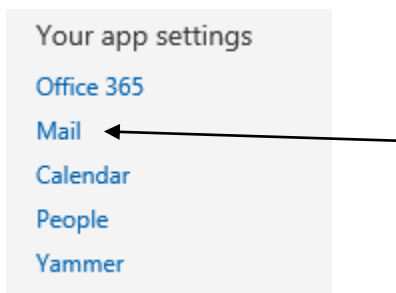
From the menu on the left side of the screen, under **"Layout"**, select **"Message Format"**.

Once the **Message Format** window appears, select **HTML** from the "**Compose messages in this format:**" dropdown menu. Then select **Save**.

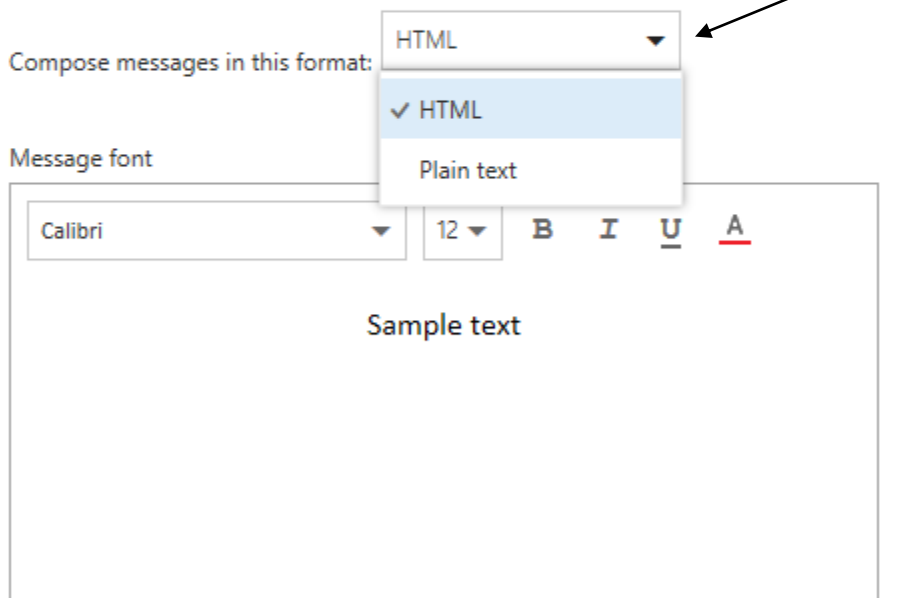Return to your Email homepage and select to create a **New** Email. You should now see the correct colors and logo in your Email signature.

If you continue to experience issues with the formatting of your Email signature, please submit a ticket to the IT Helpdesk.