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On the Mail page, in the Compose

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Free messages section, do either of the following:

- To display the E-mail Signature tab, click the Signatures button.
- To display the Personal Stationery tab, click the Stationery and Fonts button. To change the default font for outgoing messages 1.

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Free didn't resolve your issue, move on to the next step.

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Open Microsoft Outlook 2016. Step 2
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Information, click the Add Account button. Step 4 In the following window, enter Your Name, your Email Address, the Password, and the Retyped Password. Click Next. Step 5 If ...

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In Mail, select Home. In the Quick Steps group, in the Quick Steps gallery, select the Create New Quick Step. In the Name box, type a name for the new Quick Step. Select the icon button next to the Name box, select an icon, and then select OK.

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Free app password that Outlook/Microsoft 365 will use with your Gmail address to make the connection.

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