

# Outlook : Phone Number Signature Update (Staff)

## Solution

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These steps can be followed by Staff to update their signature to reflect desired phone numbers.

## Details

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This can be updated/edited via for **Staff** :

- Log into ADP Self Service portal
- Click on 'Personal Information'
- Locate the 'Phone Number' section.
- Click the 'Add Mobile Number'
- Use the drop down and select the option that shows (Published At ACS) ex. WORK PHONE - PUBLISHED AT ACS
- Type in your number
- Hit 'Save'

You may be prompted to authenticate/ADP 2factor authenticate

(Please note the signature may take 24 to 48 hours to reflect these changes)

**Keywords** Outlook, Outlook Signature, Phone Number Signature Update

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### **Status**

Published

### **Taxonomy**

ACS Software > Microsoft Office 365 > Outlook > Signature

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