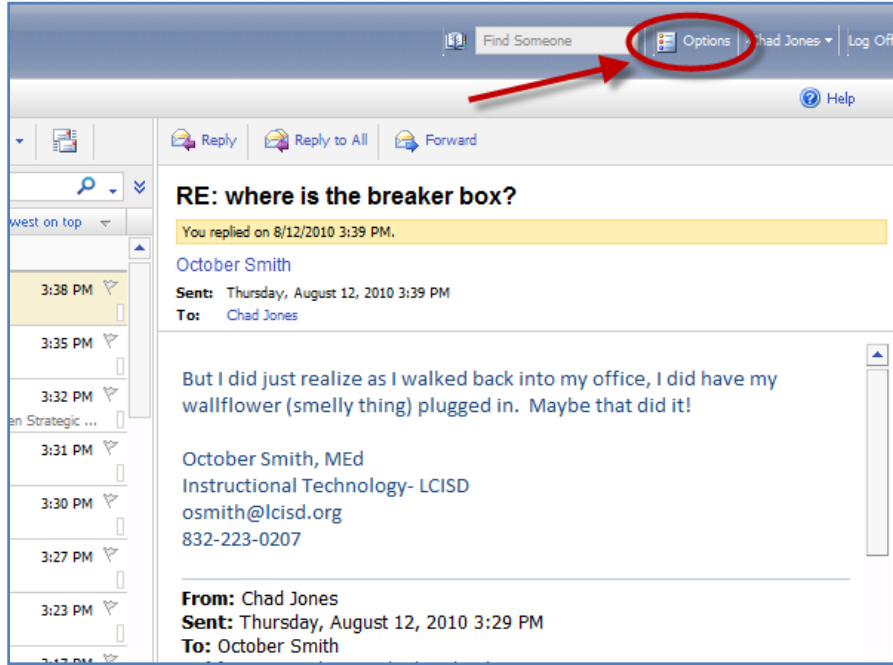


# Microsoft Outlook

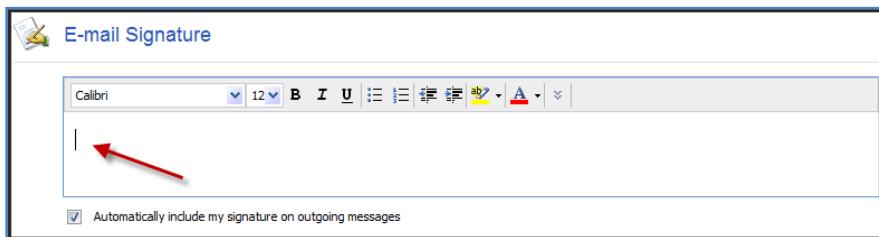
## Options Button

Once in your web based email, click on the "Options" button in the top right corner of the screen.



## E-mail Signature Line

The "Message Options" page will appear with many editing options, including E-mail Signature.



## What to Include

A typical signature will include:

- Your name
- Position
- Campus
- Extension
- Email Address
- Webpage Address

## Editing Signature

You can change the way your signature looks using the toolbar at the top, including font, size, and color.

Make sure the box at the bottom is checked. It will automatically include your signature in outgoing e-mails.

Once you have your signature the way you like it, be sure to save before exiting by clicking on the Save button at the top left corner of the screen.

