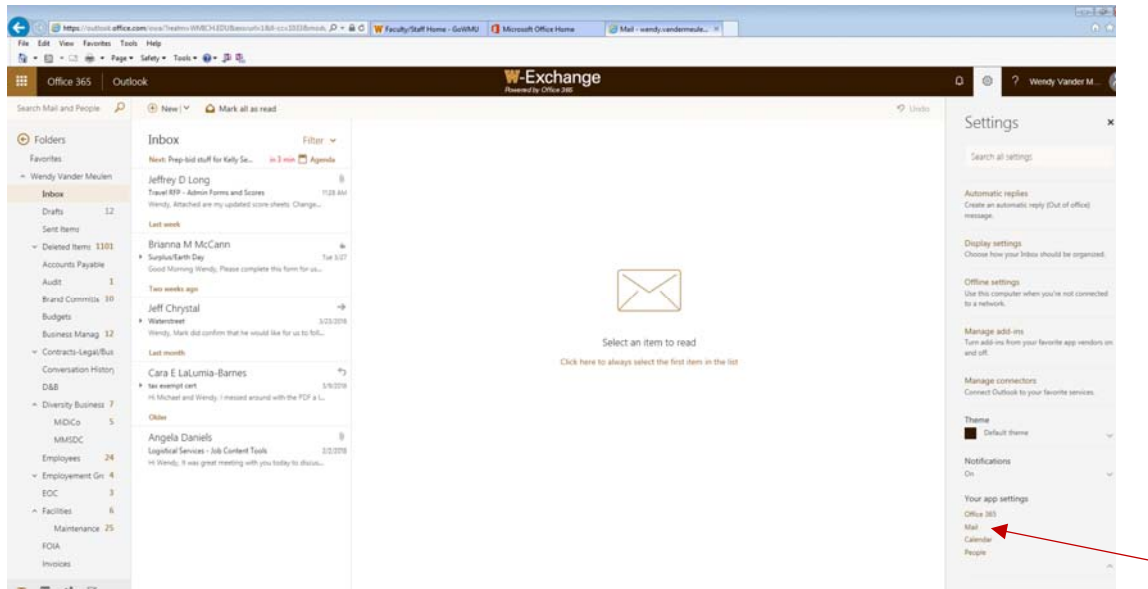
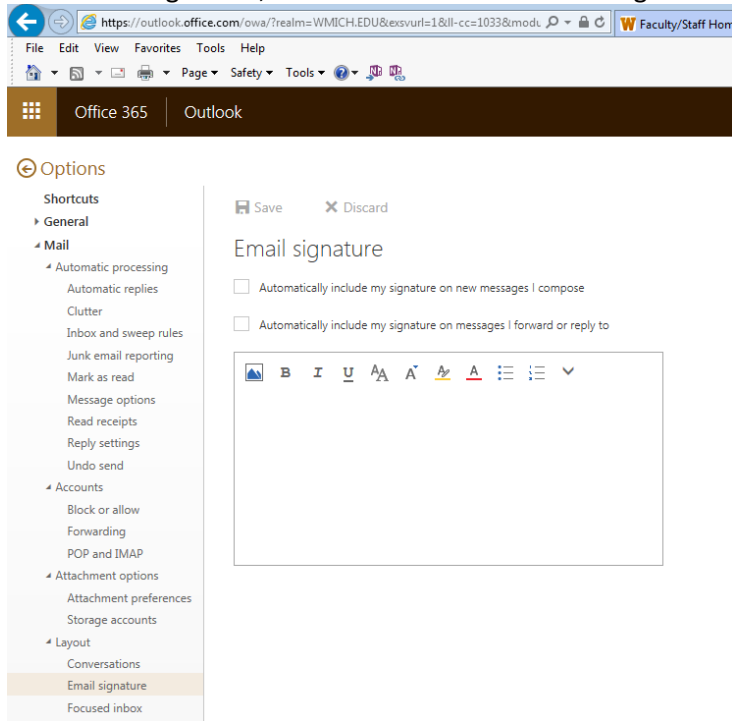


Email signature instructions W-Exchange application in Office 365

1. Log into the W-Exchange email application.
2. In settings, on the upper right, click 'mail.'

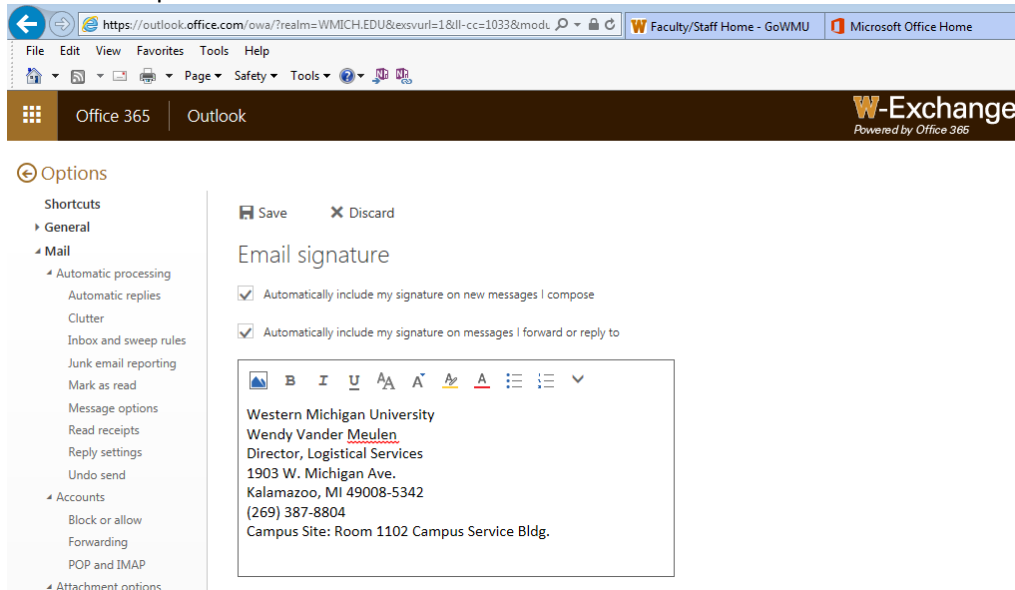


3. Click 'Email signature; on the bottom left on the navigation

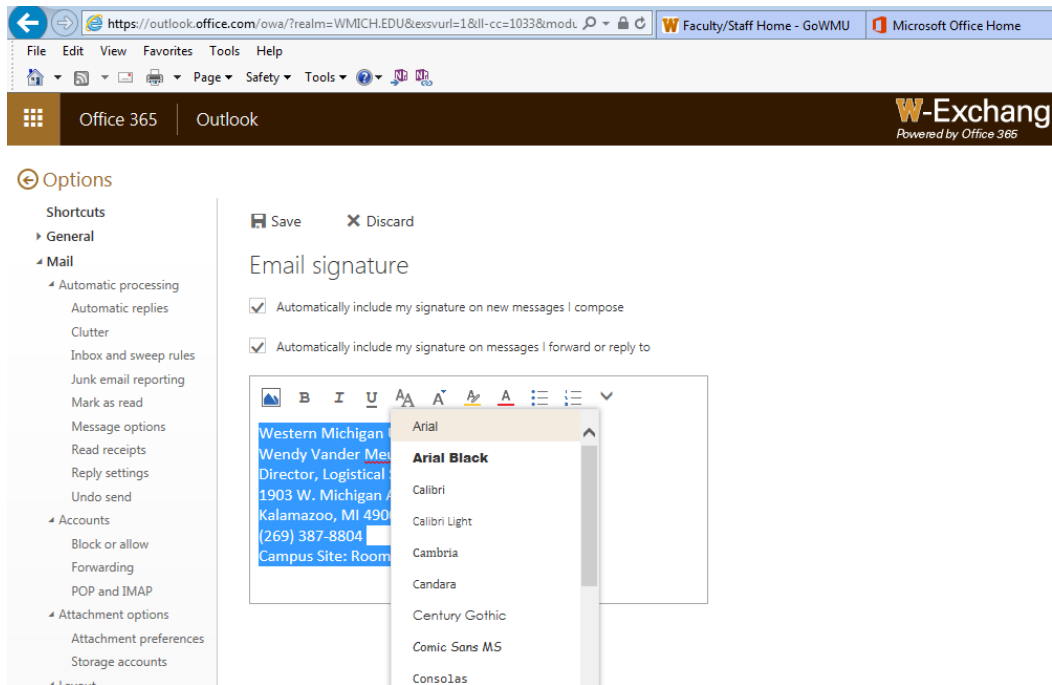


4. Click both "Automatically include my signature on new messages I compose" and 'Automatically include my signature on messages I forward or reply to'

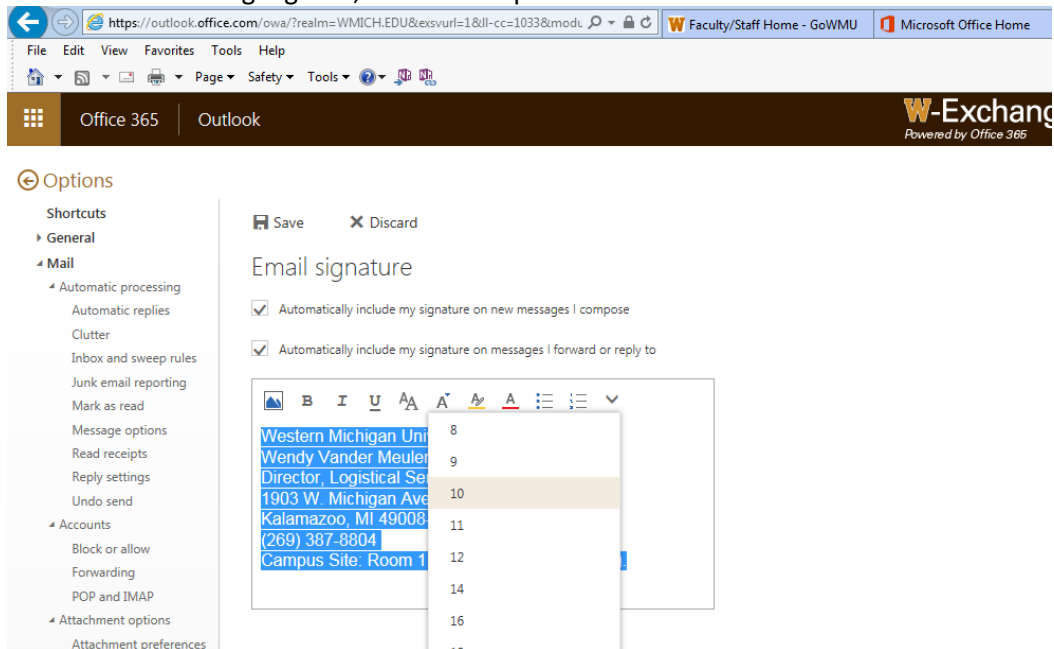
5. In the text box, Type your information into the 'Edit signature' box:
 - a. Western Michigan University
 - b. Name
 - c. Title
 - d. Address
 - e. Phone number
 - f. Campus site



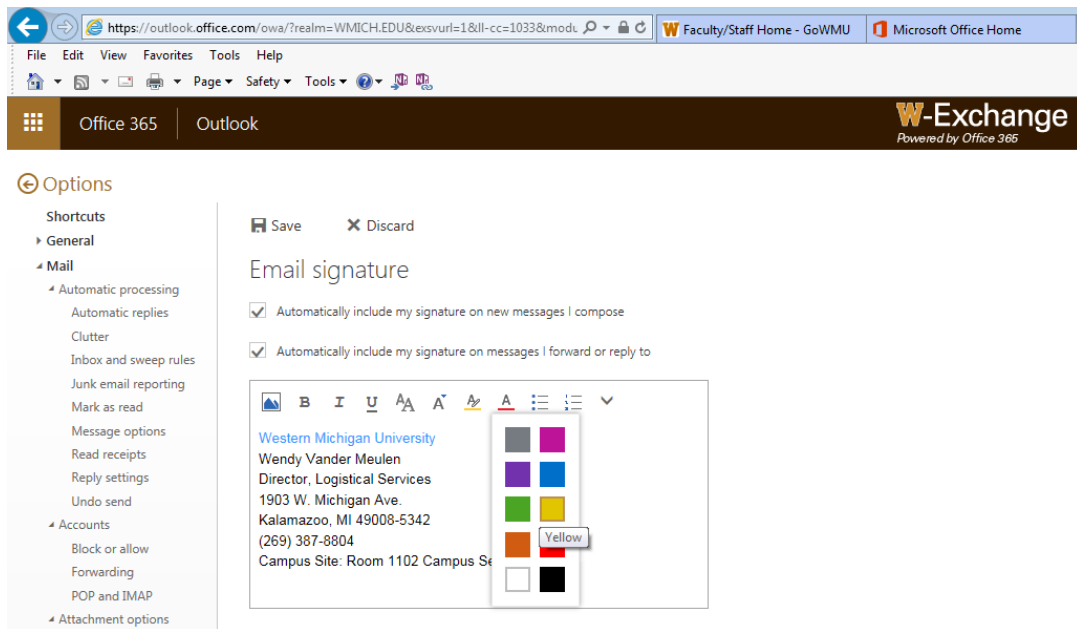
6. Highlight all the text in the 'Edit signature' box and click the drop down box on the upper left. Select Arial.



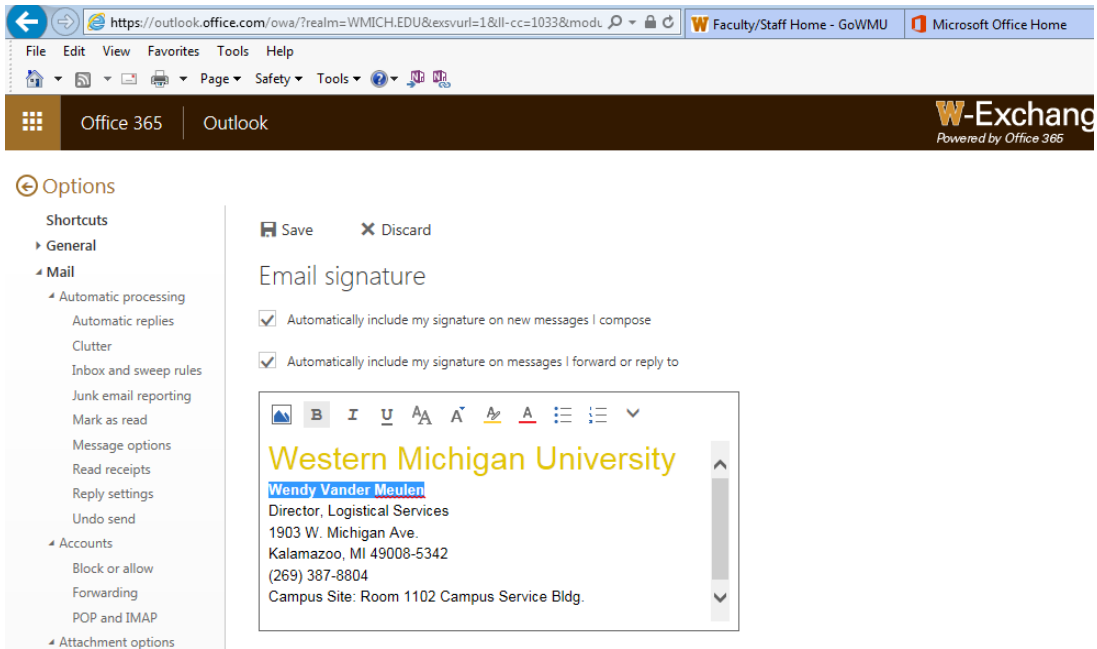
7. With the text still highlighted, click the drop down next to the font and select 10 for font size.



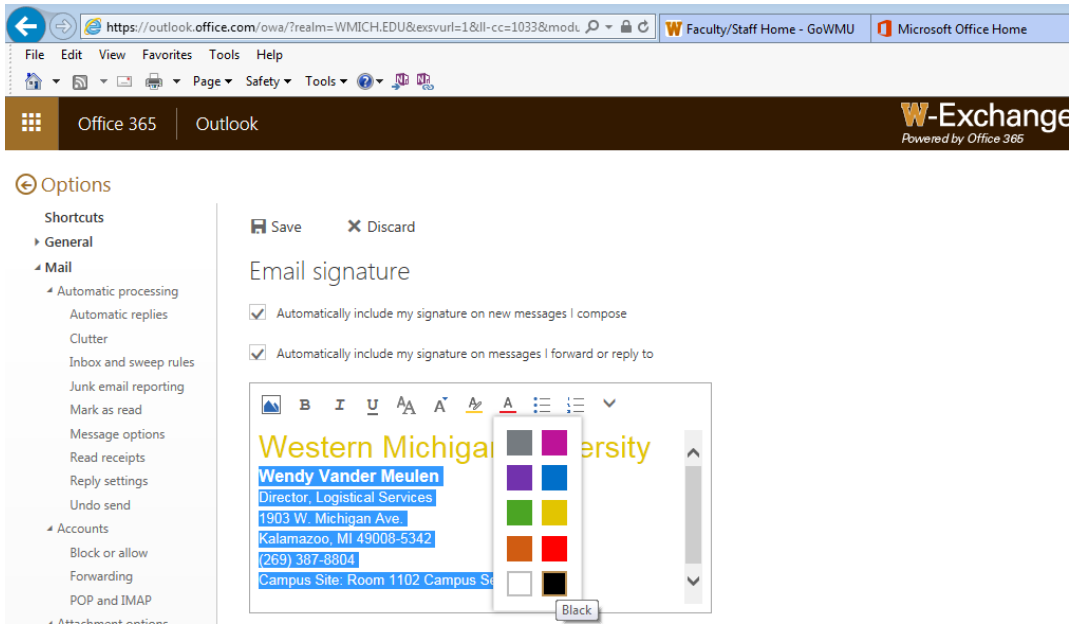
8. Select the University name and go back to the font size drop down and select 22.
9. With the University name still highlighted, go to the font color drop down (third drop down menu above the text) and select yellow for the font color.



10. Select your name. Click the 'B' for bold and on the font size drop down, change the size to 12.



11. Select ALL text aside from University name and in the font color drop down, change it to black (this will prevent the text from changing to blue when you respond to messages).



12. Click save