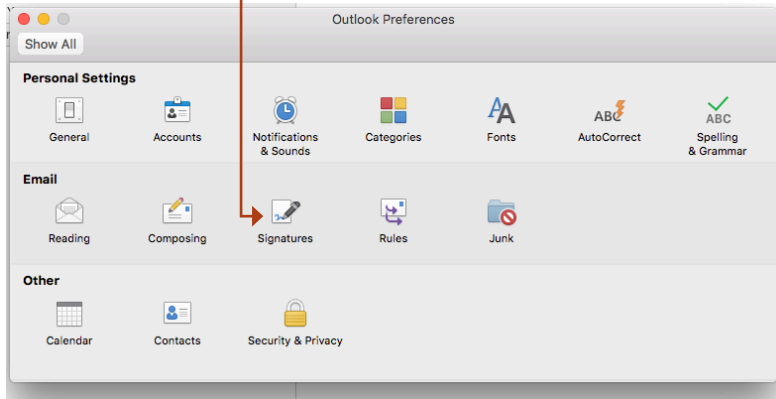
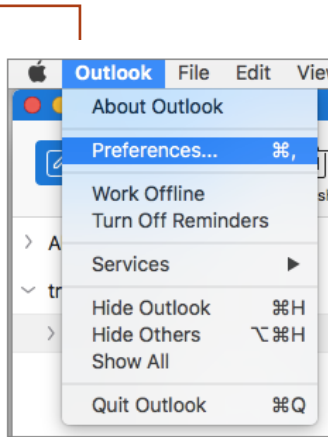


Add an email signature

1. On the left side of your screen for your W-Exchange email, click on outlook and select 'preferences.'

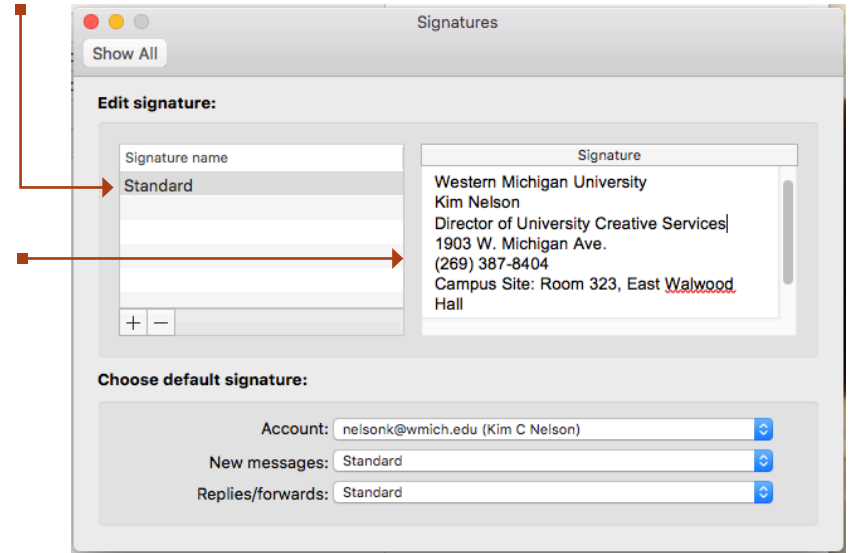
2. Click signatures.



3. Set this up as your standard email signature.

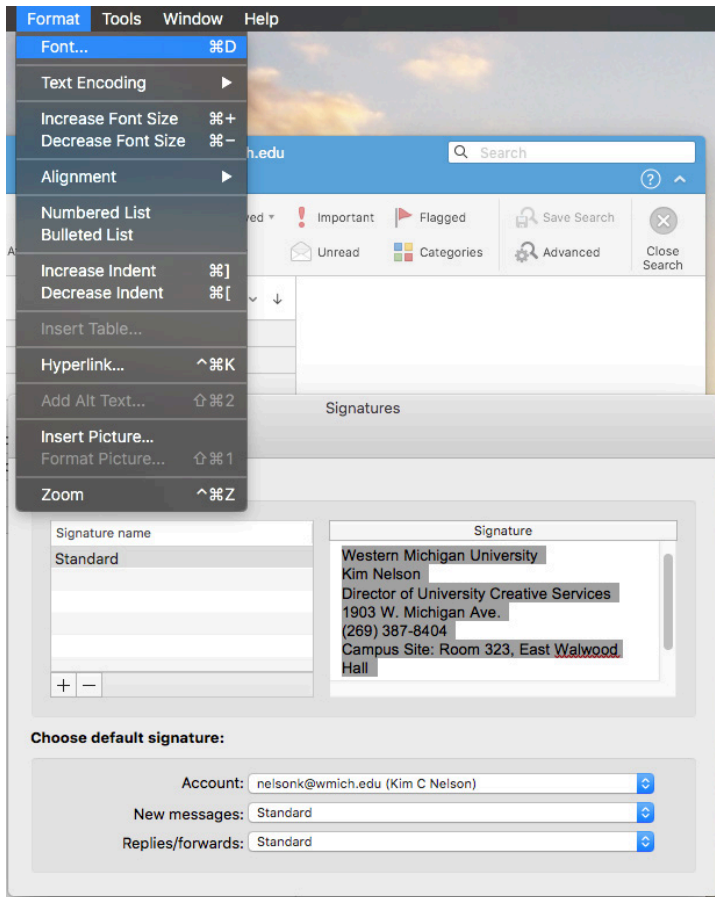
4. In this screen, you will build your signature. Begin by typing your contact information:

Western Michigan University
Name
Title
Office
Address

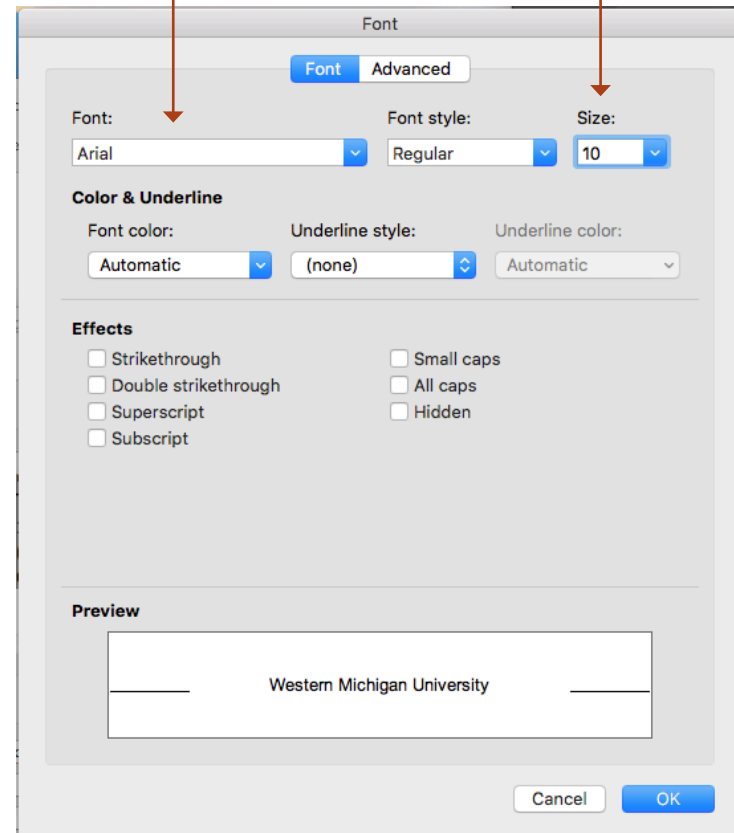


5. Select all type. Click 'Format' at the top of your screen.

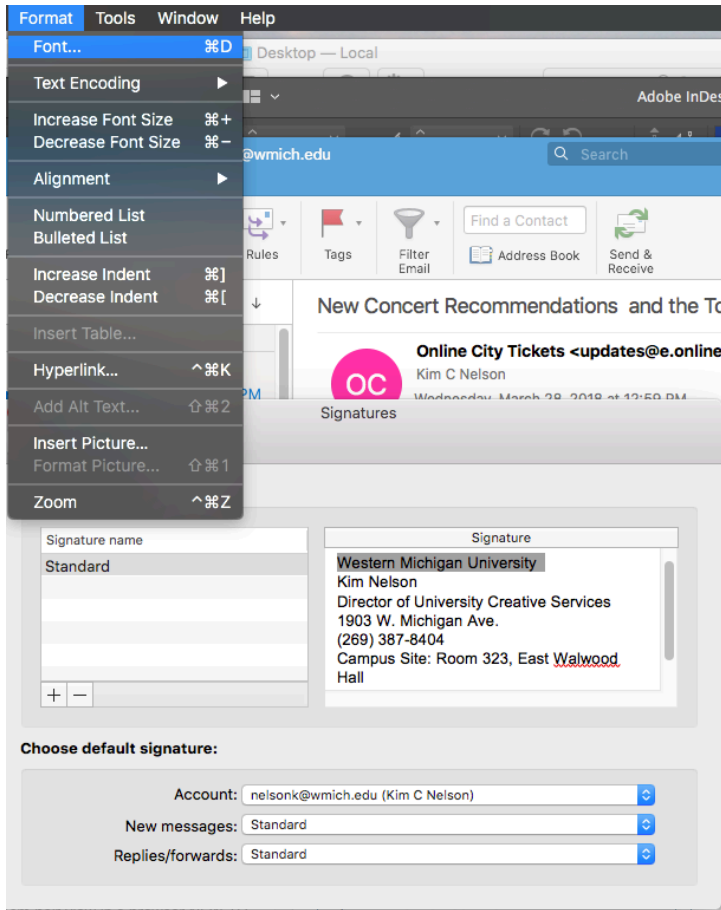
Scroll to select 'Font.'



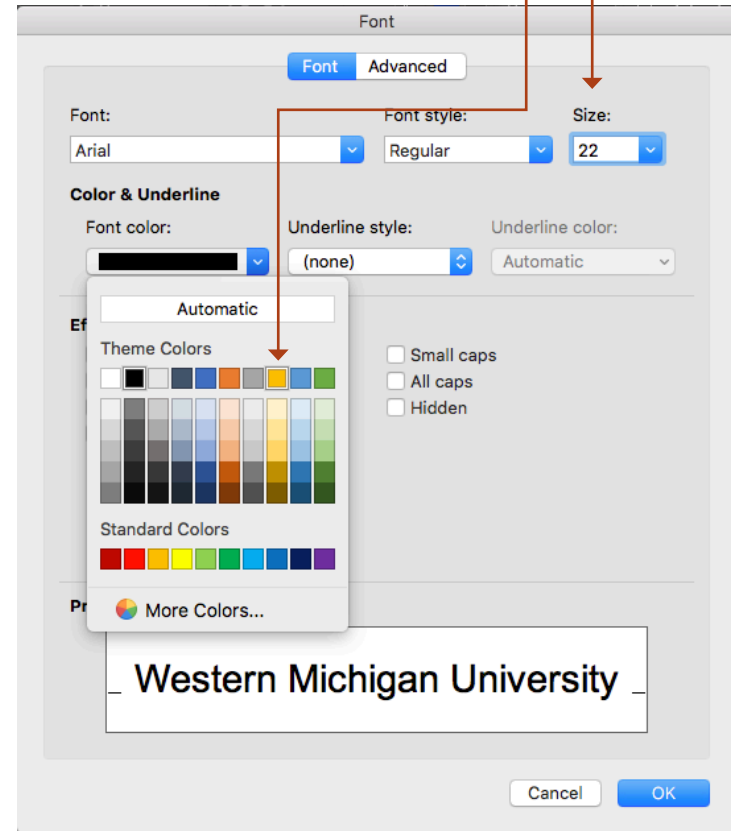
6. Select Arial for the font and 10 for font size.



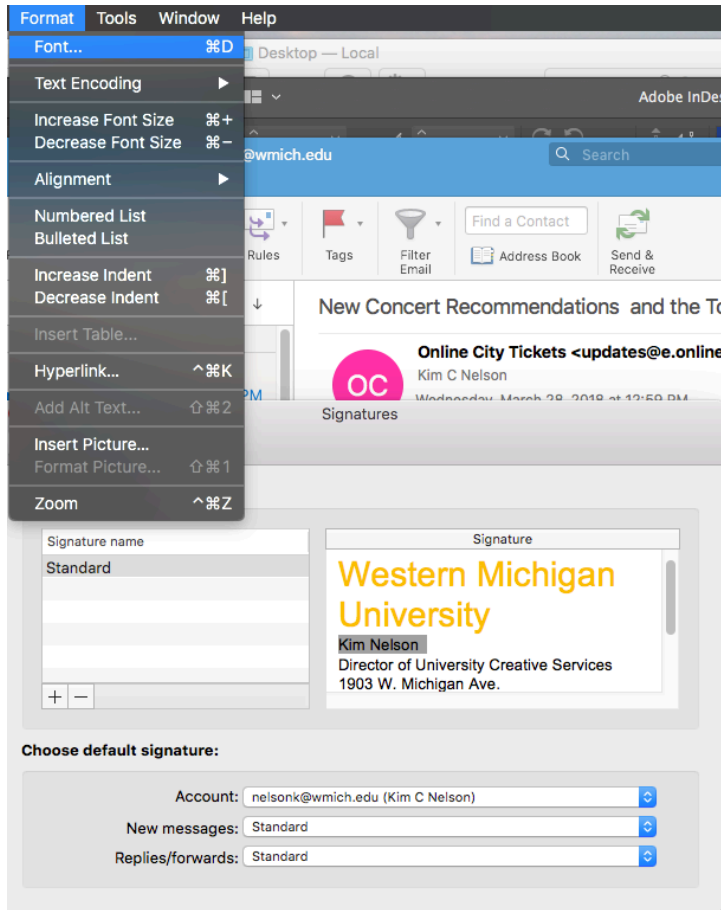
7. Select the University name. Click 'Format' at the top of your screen. Scroll to select 'Font.'



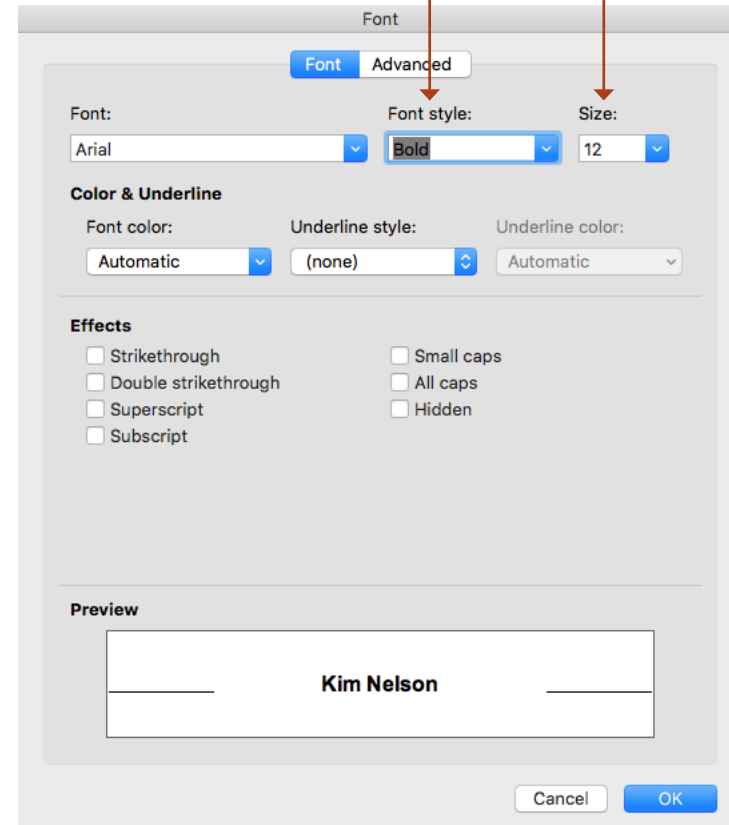
8. Select 22 for the font size and gold for the font color.



9. Select your name. Click 'Format' at the top of your screen. Scroll to select 'Font.'



10. Select 12 for the font size and bold for the font style.



11. You are finished. Close the screen.