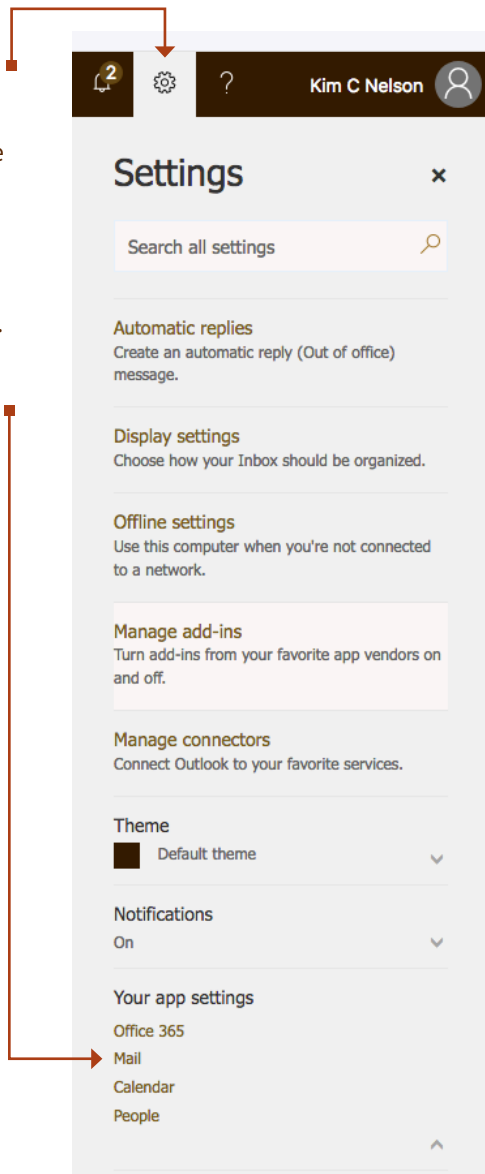


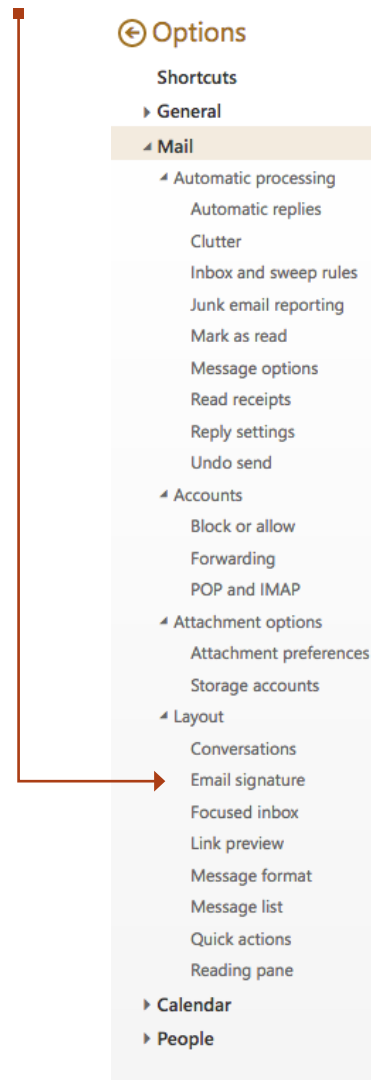
Add an email signature

1. On the right side of your screen for your W-Exchange email, click on the wheel icon in the upper right hand corner of the screen.

2. Scroll down to >Your app settings, select 'Mail.'



3. On the left side of your screen, the menu changes to the information shown here. Scroll down to >Layout, select 'Email signature.'



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

Western Michigan University

Name

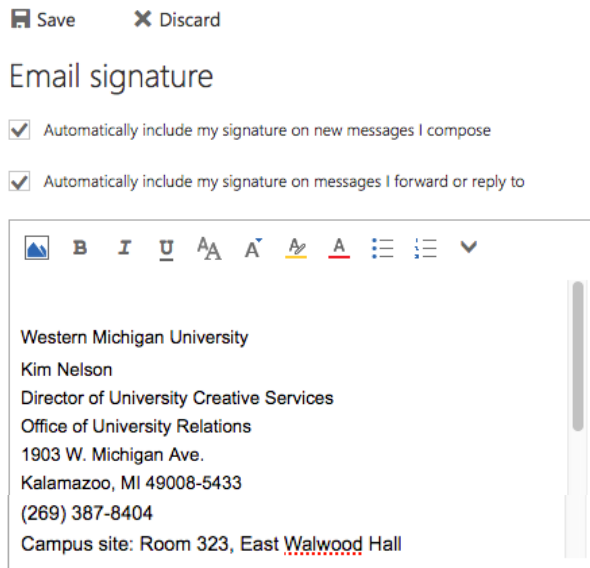
Title

Office

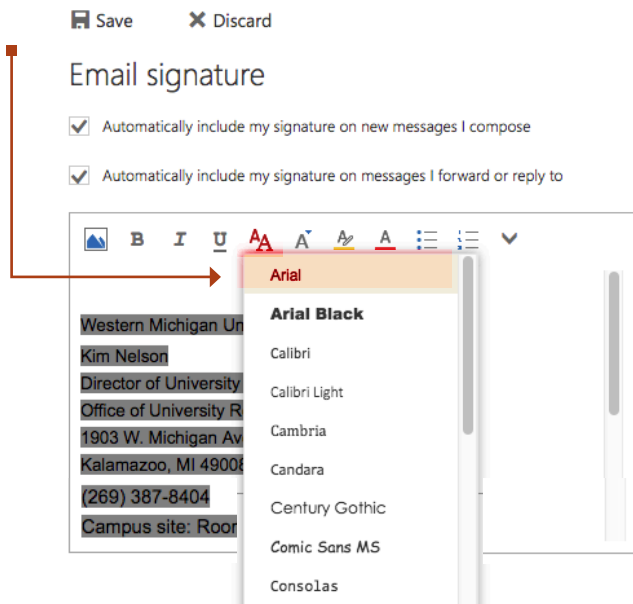
Address

Phone number

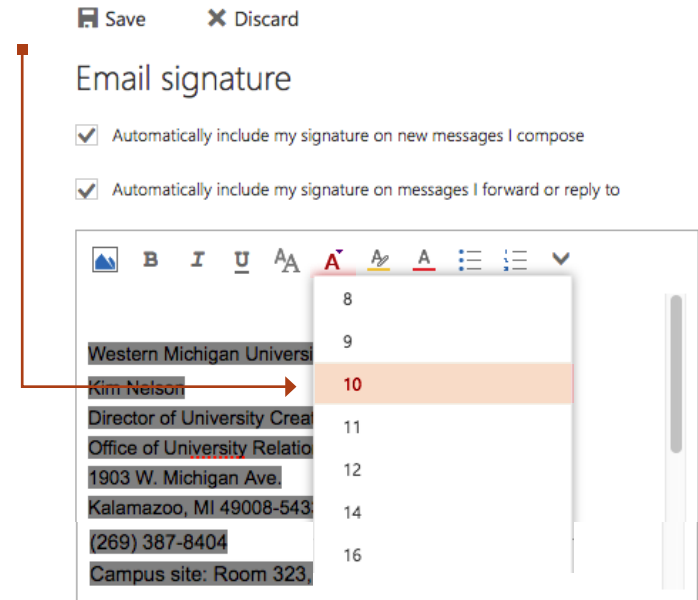
Room number and building



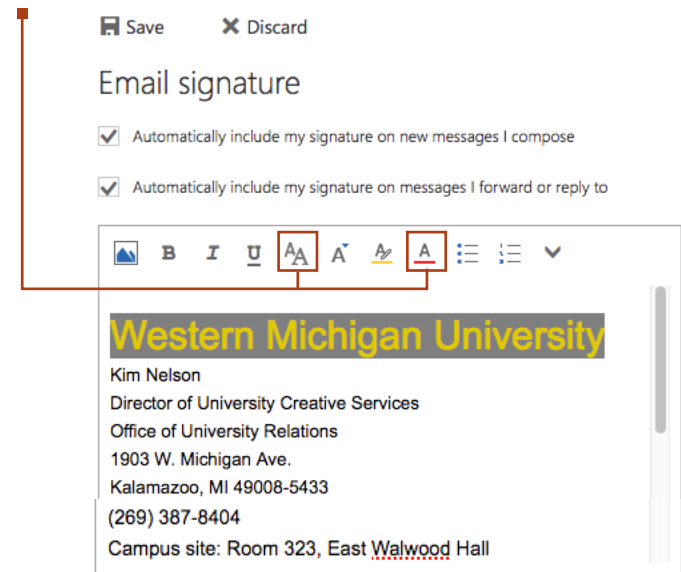
5. Select all type and apply the correct font: Arial.



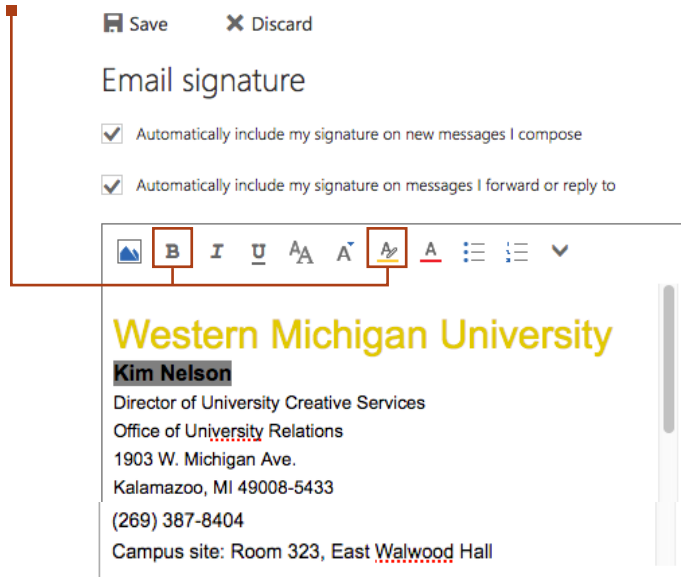
6. Select all type and apply font size 10.



7. Select the University name and apply font size 22, and color gold.



8. Select your name, click bold and apply font size 12.



Save Discard

Email signature

Automatically include my signature on new messages I compose

Automatically include my signature on messages I forward or reply to

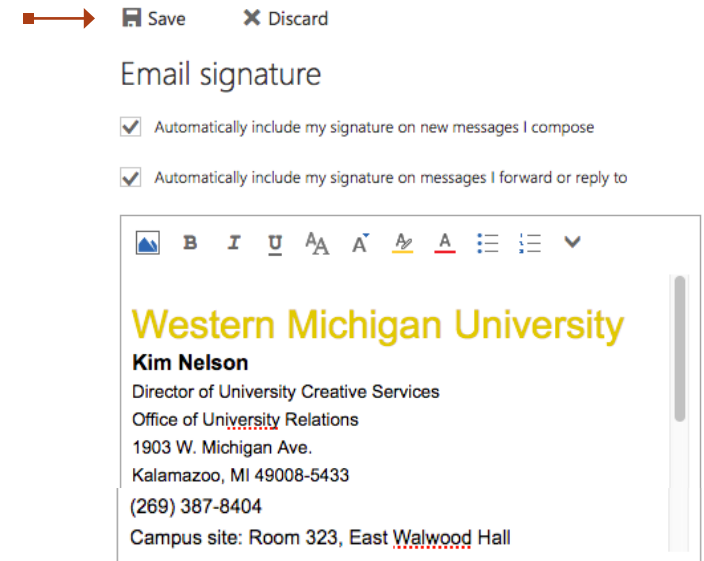
B I U AA A' A'' A''' A'''' A'''''' A'''''''' A

Western Michigan University

Kim Nelson

Director of University Creative Services
Office of University Relations
1903 W. Michigan Ave.
Kalamazoo, MI 49008-5433
(269) 387-8404
Campus site: Room 323, East Walwood Hall

10. Click 'save' to finish and exit the email signature screen.



Save Discard

Email signature

Automatically include my signature on new messages I compose

Automatically include my signature on messages I forward or reply to

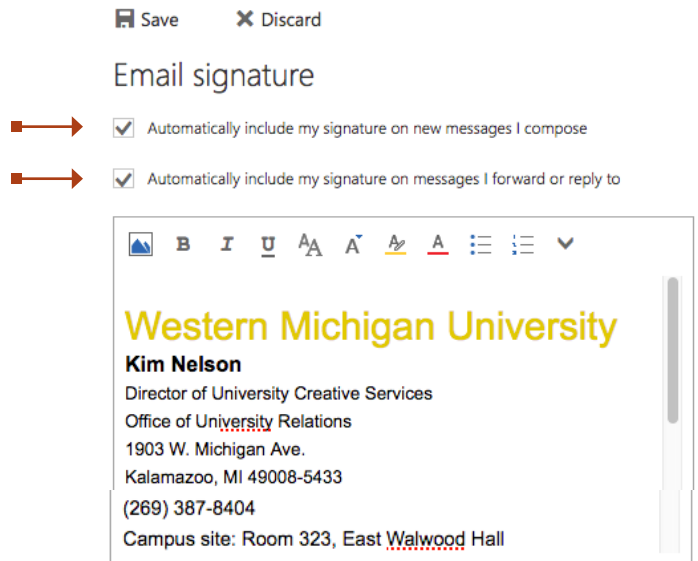
B I U AA A' A'' A''' A'''' A'''''' A'''''''' A

Western Michigan University

Kim Nelson

Director of University Creative Services
Office of University Relations
1903 W. Michigan Ave.
Kalamazoo, MI 49008-5433
(269) 387-8404
Campus site: Room 323, East Walwood Hall

9. Check these two boxes.



Save Discard

Email signature

Automatically include my signature on new messages I compose

Automatically include my signature on messages I forward or reply to

B I U AA A' A'' A''' A'''' A'''''' A'''''''' A

Western Michigan University

Kim Nelson

Director of University Creative Services
Office of University Relations
1903 W. Michigan Ave.
Kalamazoo, MI 49008-5433
(269) 387-8404
Campus site: Room 323, East Walwood Hall