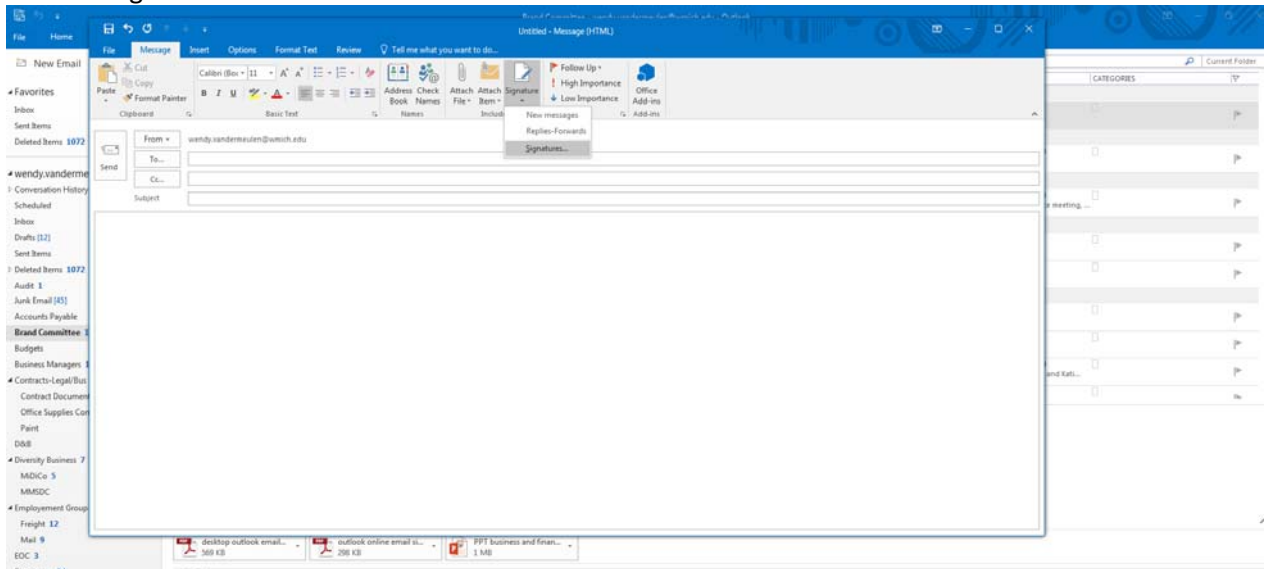


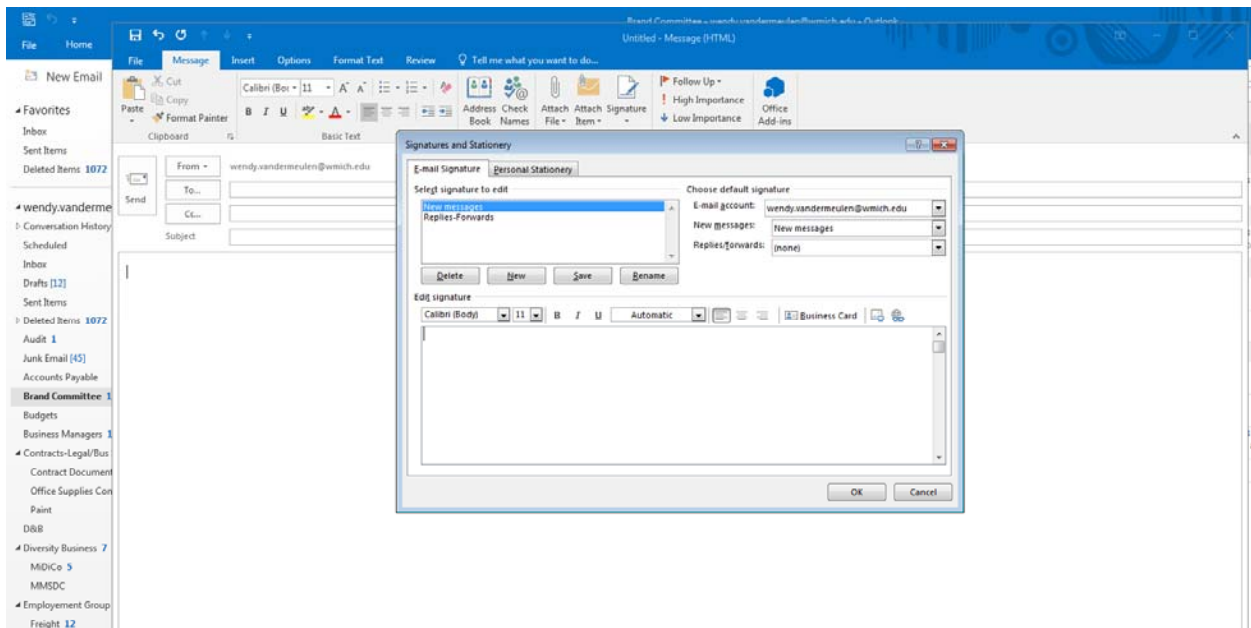
Email signature instructions

Desktop application for Windows

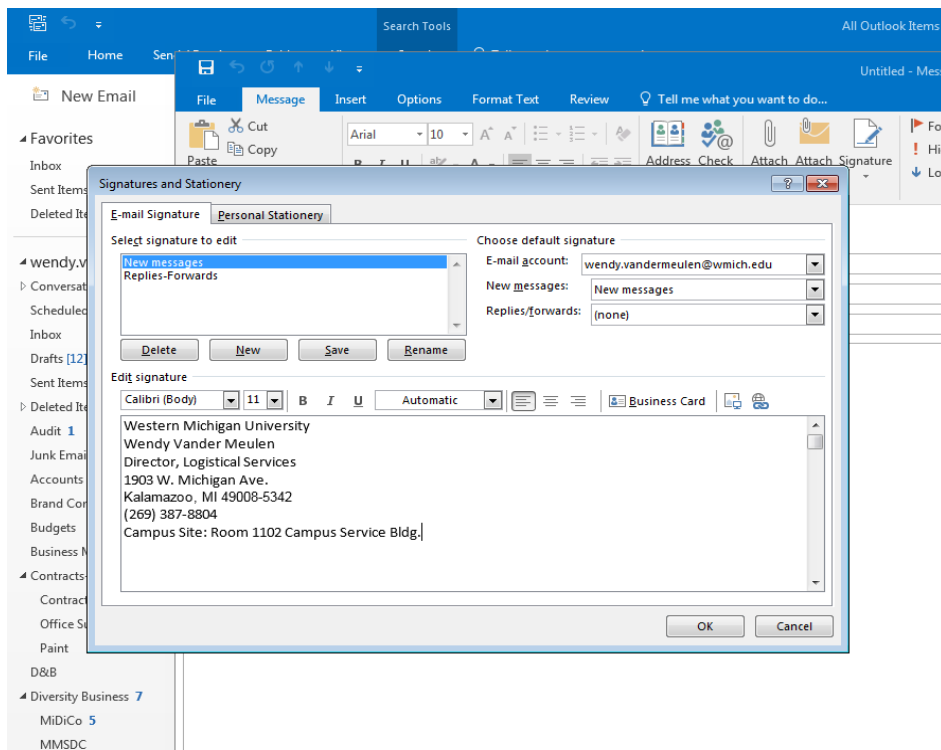
1. In the Outlook desktop application, click on 'New Email' on the top left.
2. In the new message, on the 'Message' tab, click the 'Signature' dropdown, and select 'Signatures.'



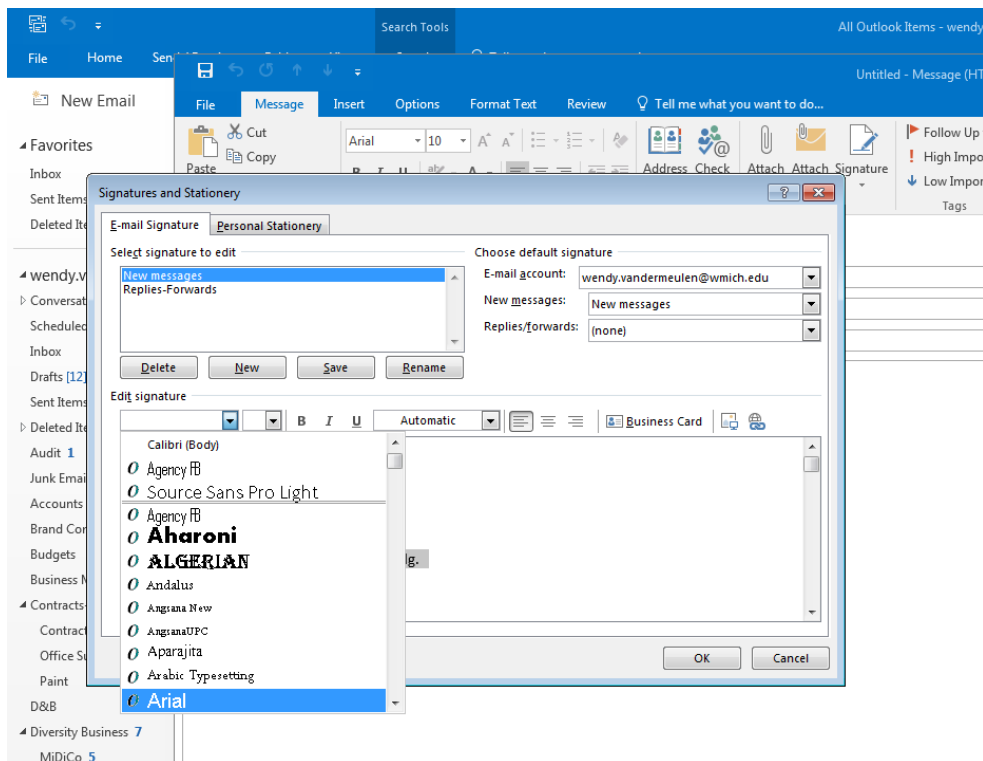
3. In the 'Select signature to edit' select New messages (or the name of your primary signature, if different than New messages).



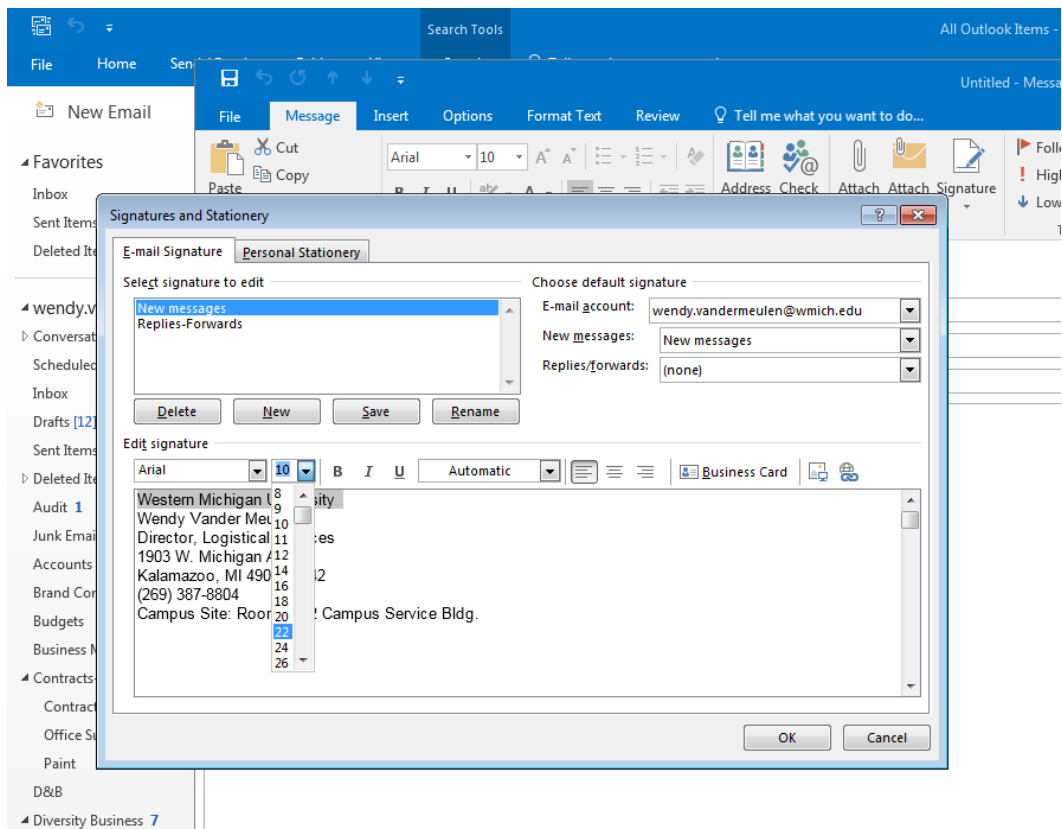
4. Type your information into the 'Edit signature' box:
Western Michigan University
Name
Title
Address
Phone number
Campus site



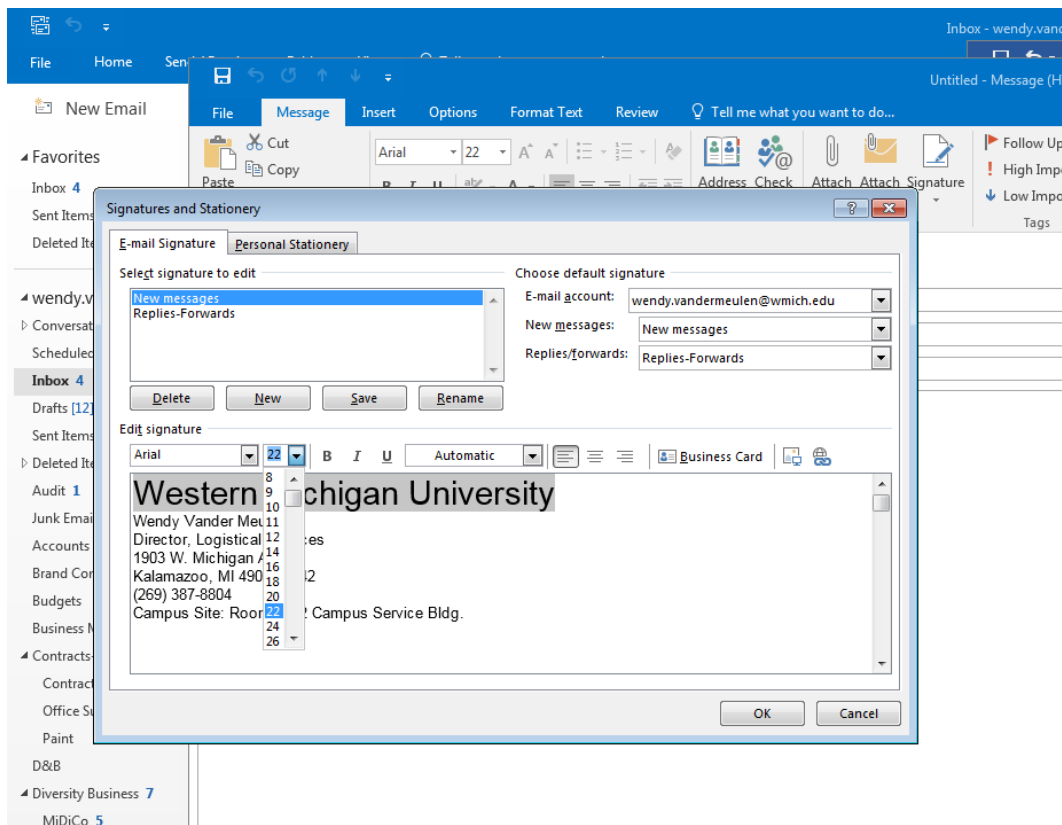
5. Highlight all the text in the 'Edit signature' box and click the drop down box on the upper left. Select Arial.



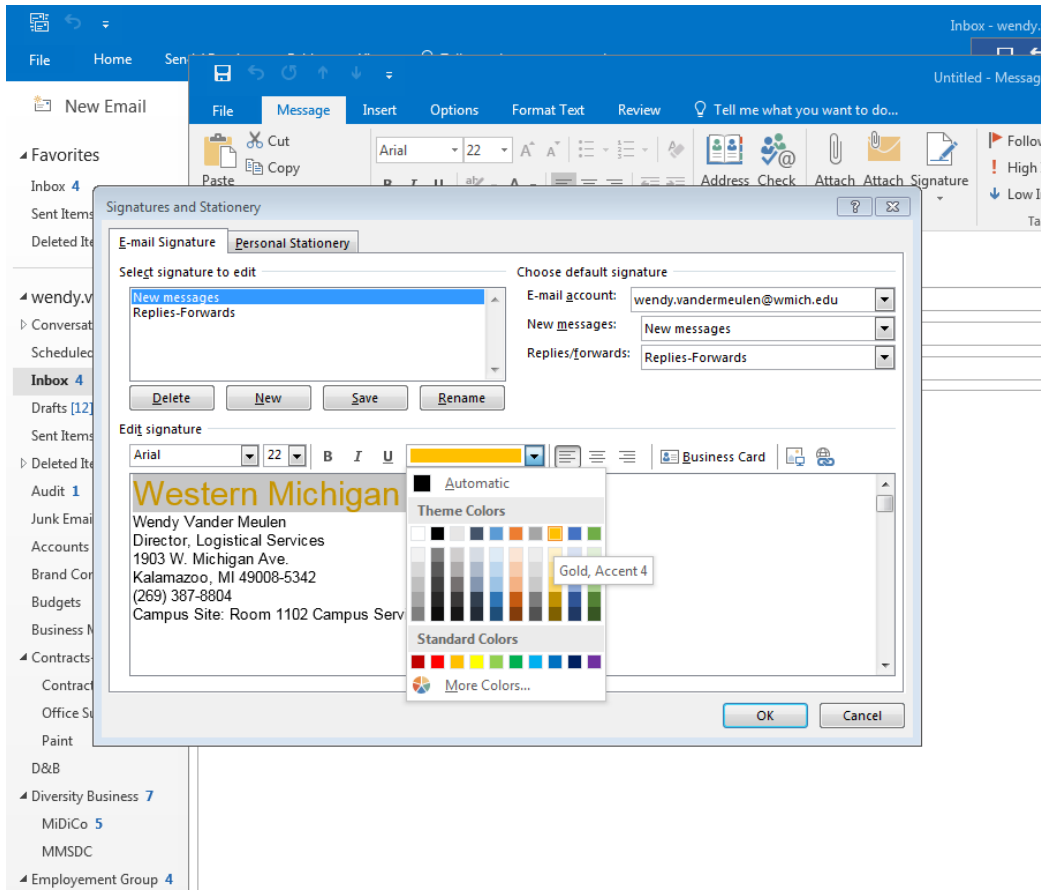
6. With the text still highlighted, click the drop down next to the font and select 10 for font size.



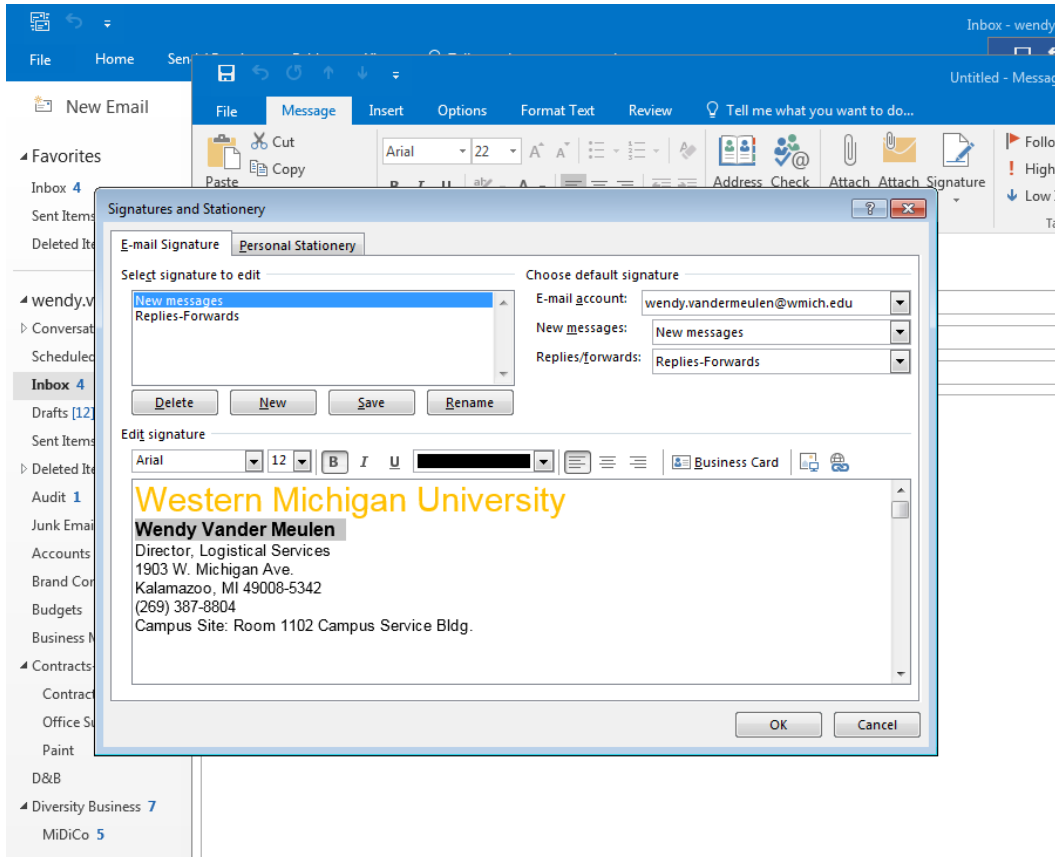
7. Select the University name and go back to the font size drop down and select 22.



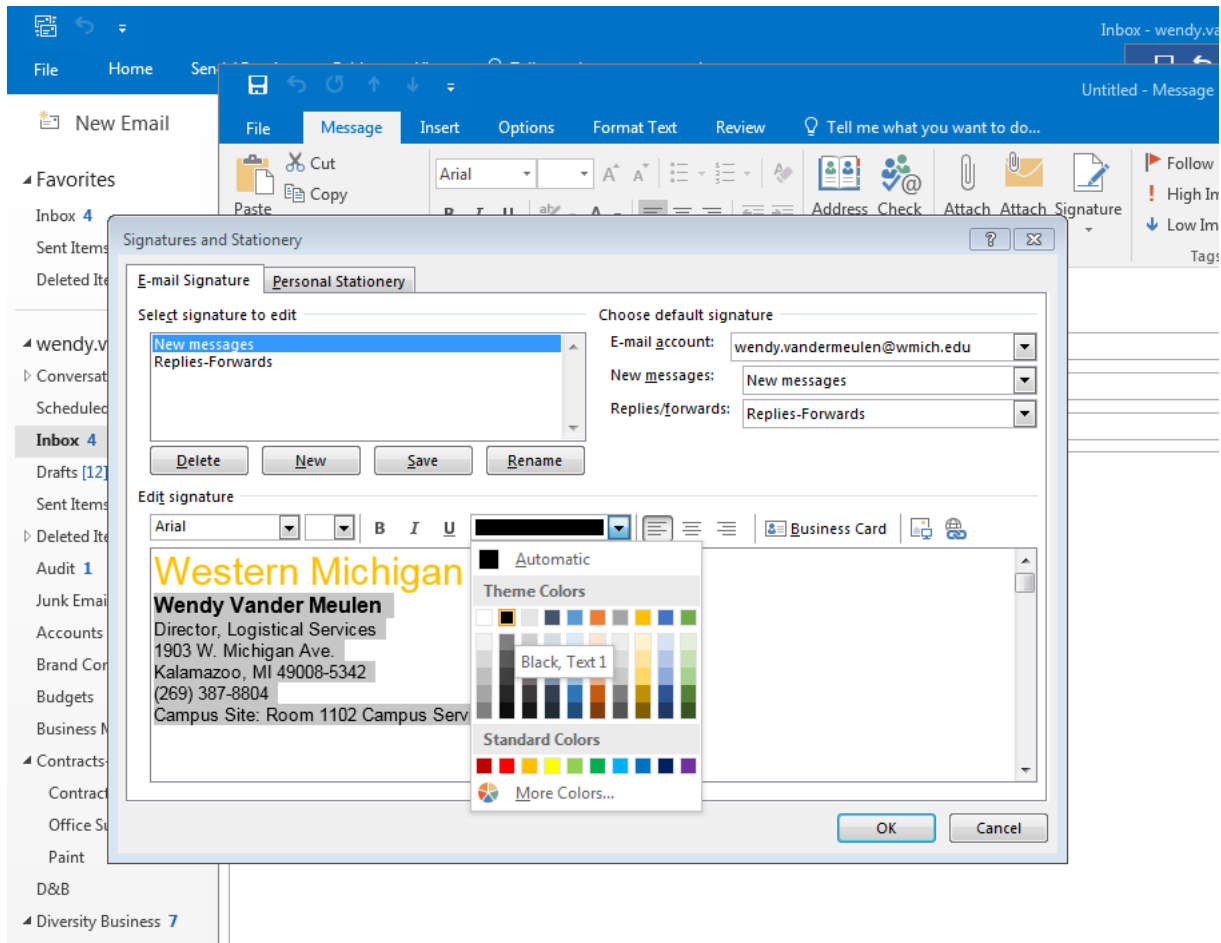
8. With the University name still highlighted, go to the font color drop down (third drop down menu above the text) and select gold for the font color.



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



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



11. Under the 'Choose default signature' section, select 'New messages' (or the name of your primary email signature, if different) under both the 'New messages' and 'Replies/forwards' fields.
12. Click ok.