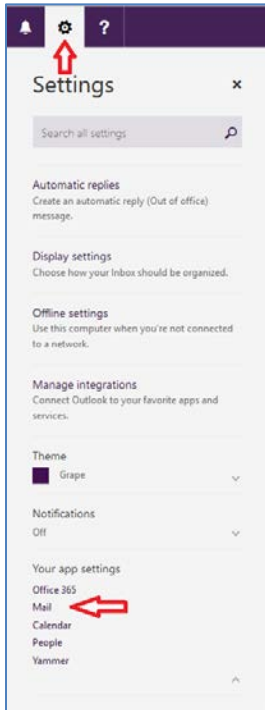
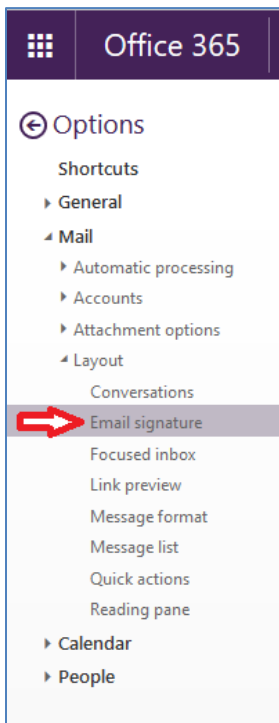


## Setting Up Signatures in Outlook (OWA):



1. Log into your APSU email at [mail.apsu.edu](mailto:mail.apsu.edu).
2. Click the **gear symbol** in the upper right-hand corner and click **Mail** at the bottom.




3. On the left, choose **Email signature** under the **Mail** section.









4. Input your desired signature in the box. Choose **Automatically include my signature on new messages I compose** or **Automatically include my signature on messages I forward or reply to**, or both. Click **Save** when you are finished.

 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 **A**<sub>A</sub> **A**<sup>^</sup>     

**Kim Jorgenson**  
Help Desk Technician  
Austin Peay State University  
Information Technology Help Desk  
Box 4606  
Clarksville, TN 37044  
P: 931-221-6471  
F: 931-221-7875