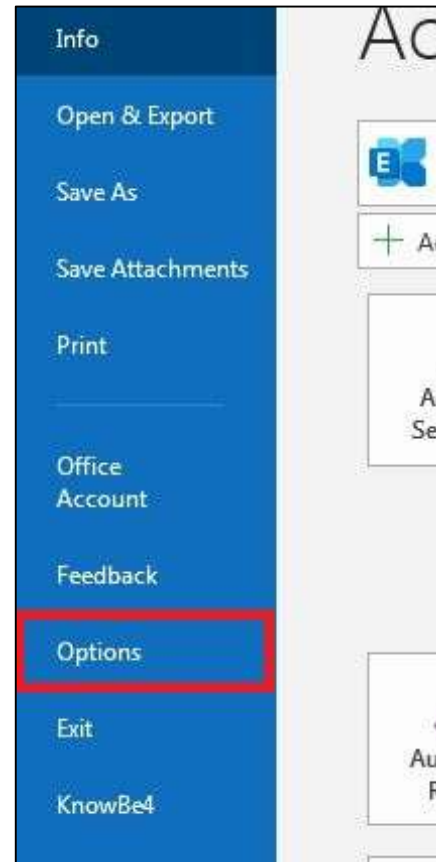
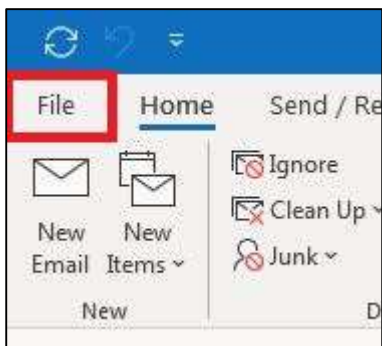


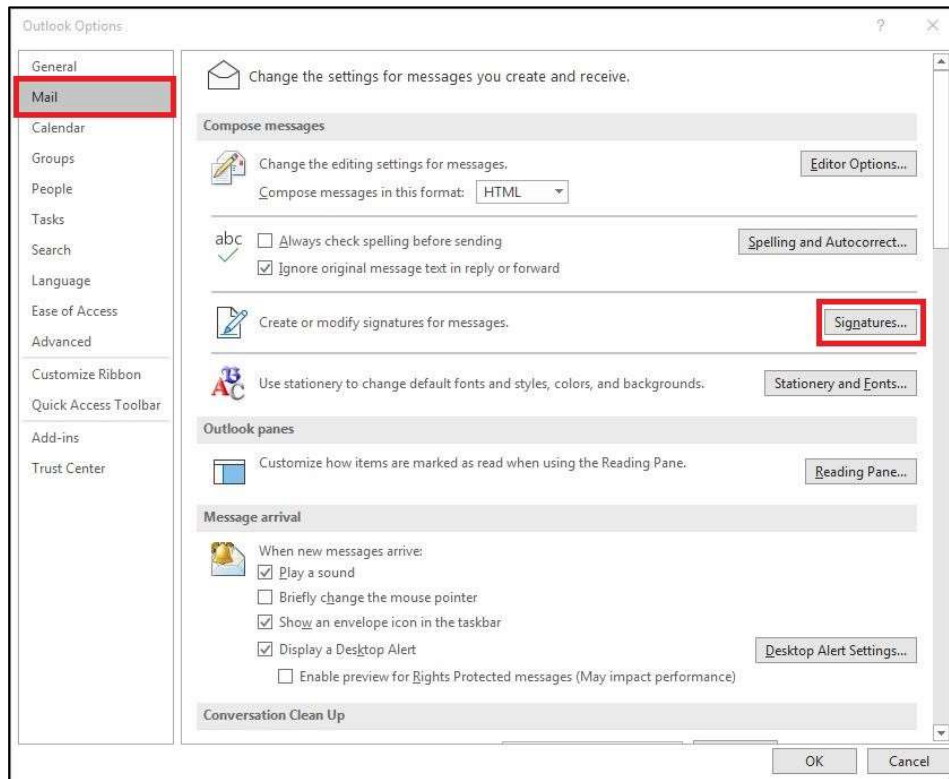
Configuring email signature in Outlook

Within Outlook 2016

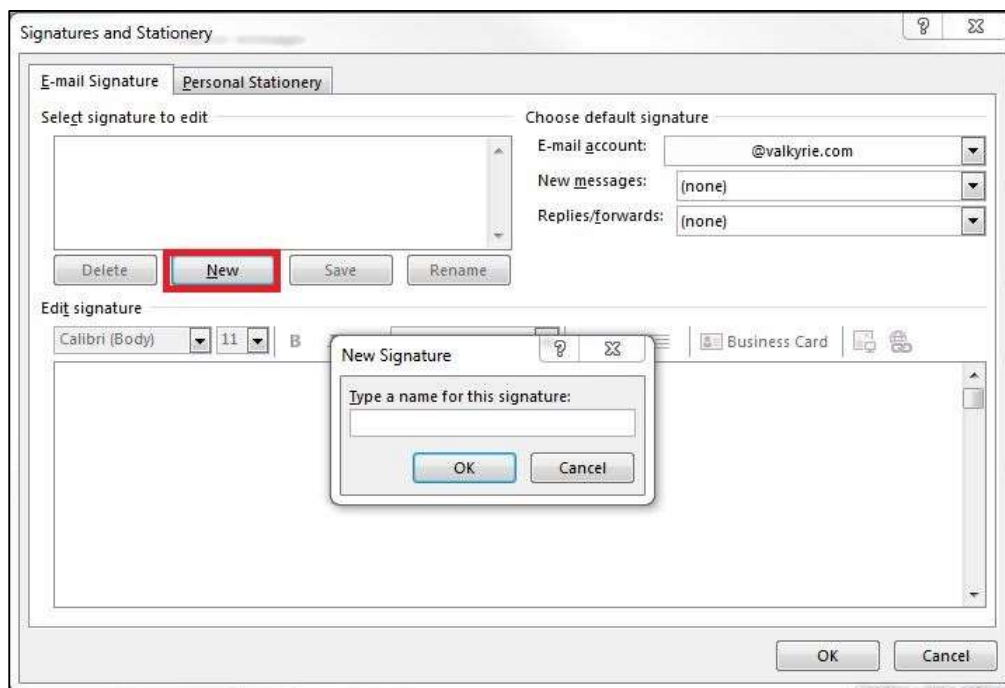
1. Within Outlook 2016, select “File” at the top left and then “Options”.



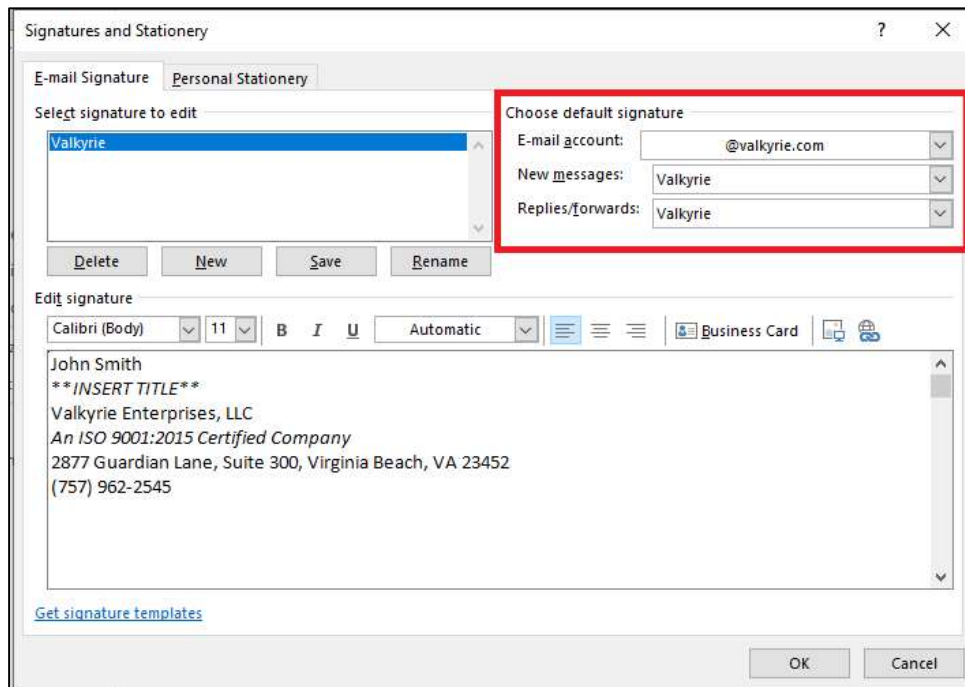
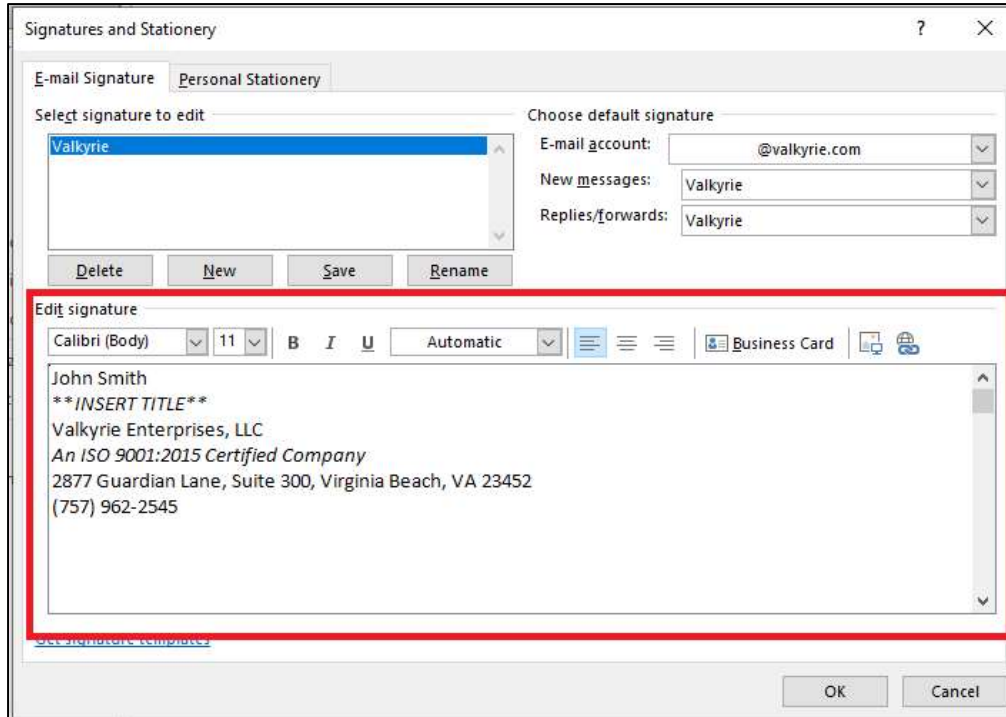
- The “Outlook Options” menu will appear. Select “Mail” from the left-hand menu and then “Signatures...”.



- The “Signatures and Stationery” menu will be displayed. Here you will select “new” to create a new email signature. After selecting “New”, enter in a name for the signature and select “OK”.



- In the text box below, type out what you want your email signature to show. After that is complete, make sure the “New Messages:” and “Replies/forwards:” options are set to your newly created signature by selecting it from the drop-down menus. Select “OK” when finished.

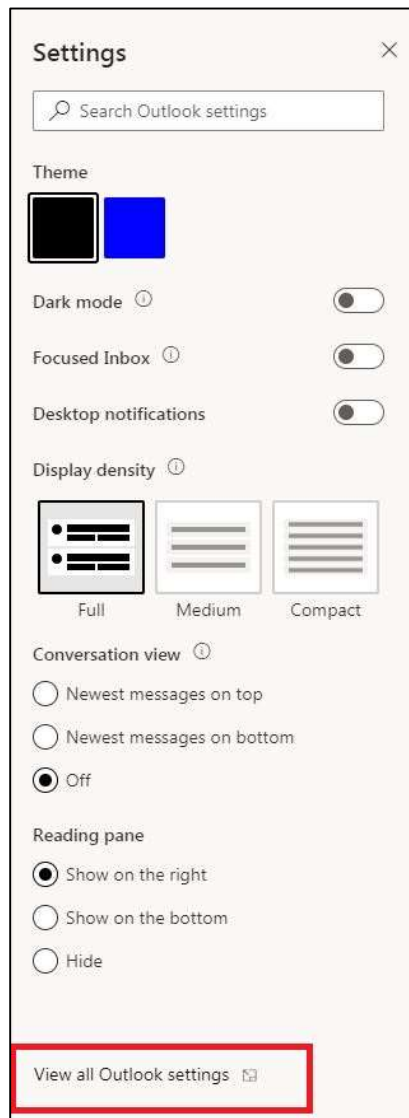


Within Outlook Web Access (OWA)

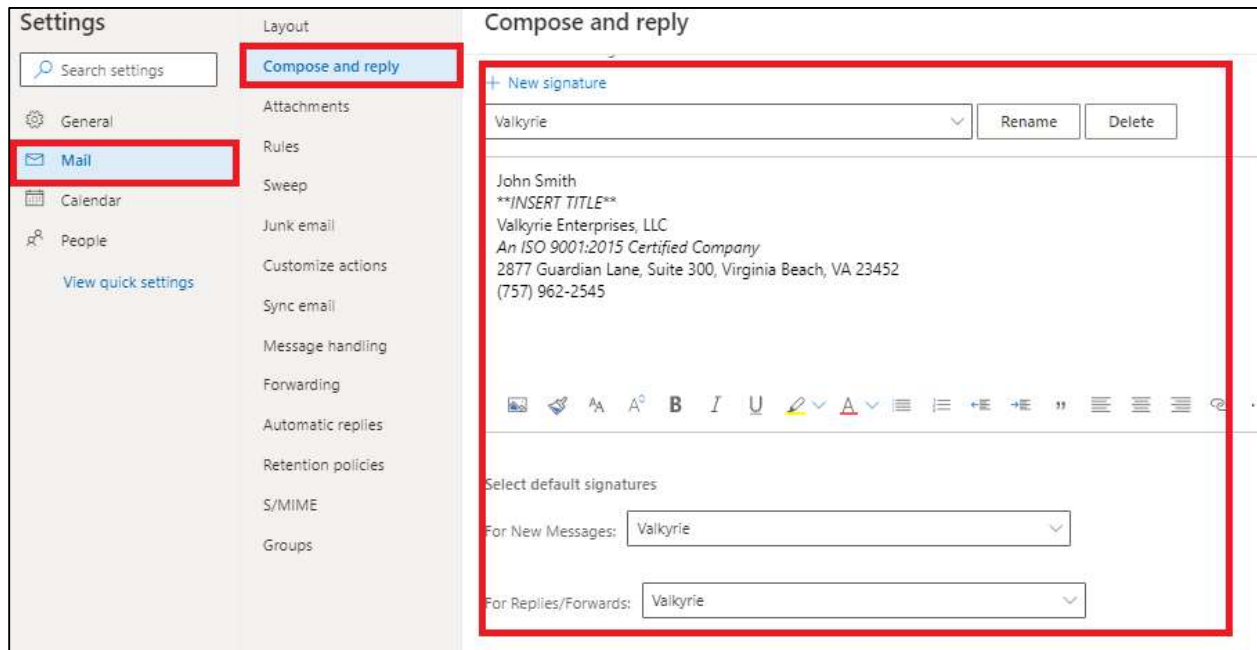
1. After signing in to your Valkyrie Outlook Web Access (OWA), select the gear icon at the top right.



2. On the menu that appears on the right, select "View all Outlook settings".



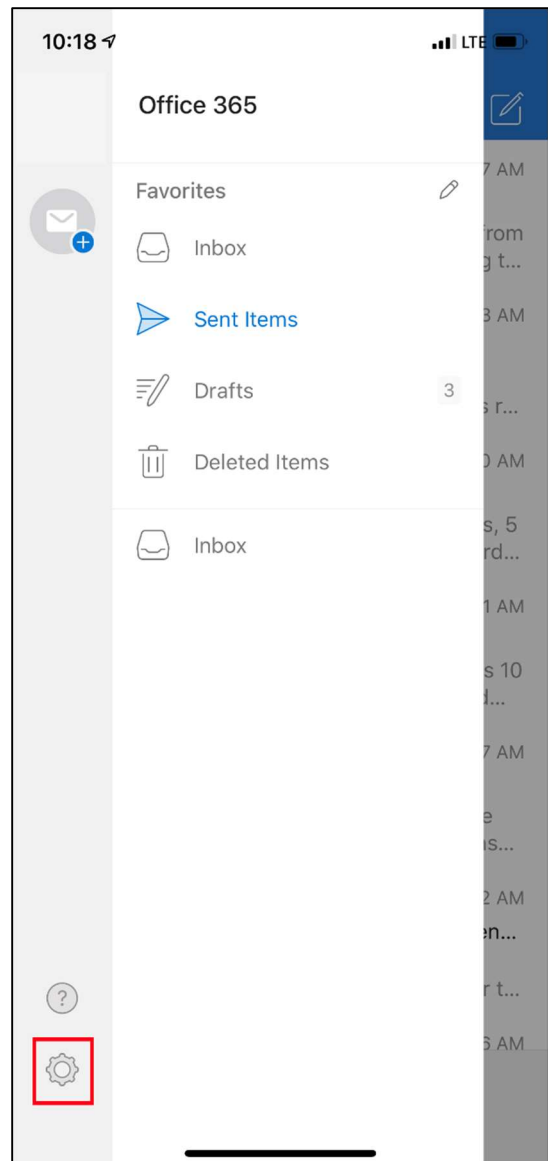
3. Select “Mail” from the menu on the left and then “Compose and reply”. In the text box type out what you want your email signature to show. After that is complete, make sure both check boxes are checked for:
 - a. “Automatically include my signature on new messages that I compose”
 - b. “Automatically include my signature on messages I forward or reply to”



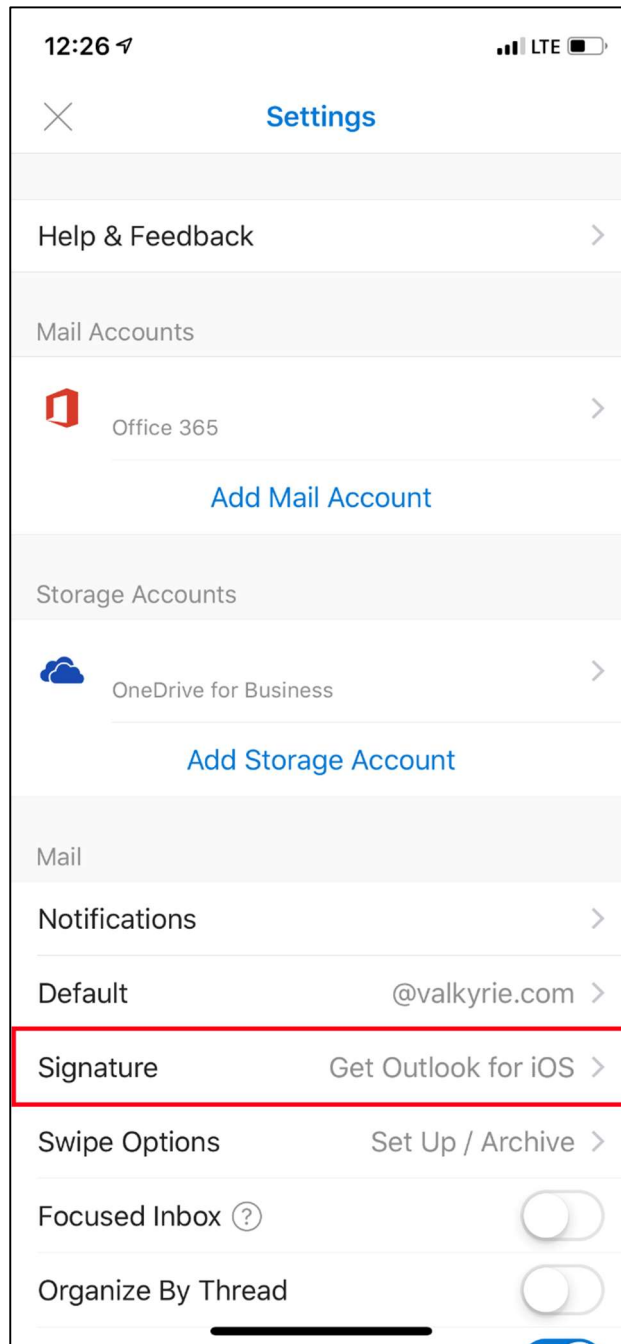
****Make sure to select save after the above is complete.**

Within Outlook mobile app

1. Within the Outlook app on your cell phone, select your picture at the top left to open the side menu. Then select the gear icon at the bottom left.



2. This will open the “Settings” menu. Select the “Signature” option. By default, it will have “Get Outlook for iOS” set as the signature.



3. In the text box type out what you want your email signature to show. After that is complete, select the back arrow to save it.

