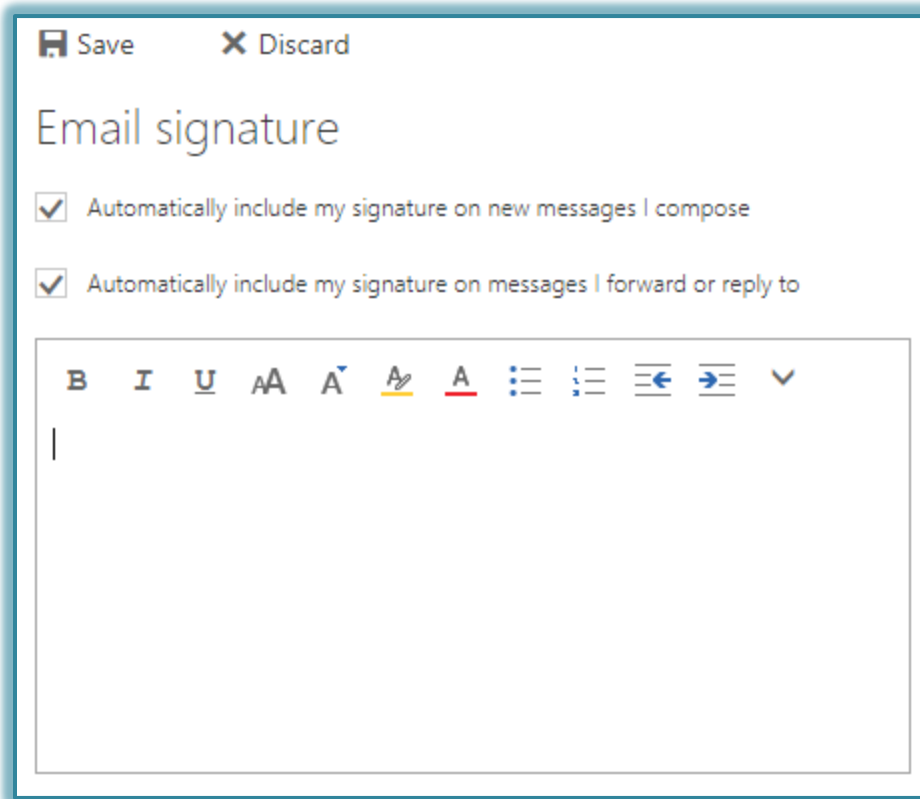


E-Mail Signature Options

This option is used to append a custom signature to each message that is sent, replied to, or forwarded.

- Go to your **Webmail** through **My Siena**.
- Click the **Options** button in the upper right corner of the **Outlook** window. This is the middle button in the image at the right.
- In the list, select **Options**.
- Click the **Layout** link, if necessary.
- In the list that appears, click **Email Signature**.
- The **Email Signature** window will display.

A screenshot of a web browser window titled "Email signature". At the top, there are two buttons: "Save" and "Discard". Below the title, there are two checked checkboxes: "Automatically include my signature on new messages I compose" and "Automatically include my signature on messages I forward or reply to". Below the checkboxes is a rich text editor toolbar with icons for Bold (B), Italic (I), Underline (U), Text Color (A), Background Color (A), Bulleted List, Numbered List, Indent Left, Indent Right, and a dropdown arrow. The main text area below the toolbar is empty with a vertical cursor at the beginning.

- Click the check box for **Automatically include my signature on outgoing messages** if the message is to appear on every message that is sent.
- Click the check box for **Automatically include my signature on messages I forward or reply to** if the signature should appear on all messages that you forward or reply to.
- In the **Signature Message** box, input and format the signature that is to be used.
- Use the **Signature** toolbar to format the text in the signature.
- Click the **Save** button to save the signature information.