Setting up your email signature

Open your OWA account by going to <u>https://email.fhda.edu</u> and entering your Campus-Wide ID and Password.

- 1. Click on the "Options" drop down menu in the top right corner (under your name)
- 2. Select "See All Options..."

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Mail > Inbox 11 liama				Find Someone Options	0
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- 3. Select "Settings"
- 4. Update the E-Mail Signature as follows:
 - o Name
 - o Title
 - Days at De Anza Office Location
 - o Phone (if you want)
 - o Email
- 5. Make sure the box for "Automatically include my signature on messages I send" is ticked

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