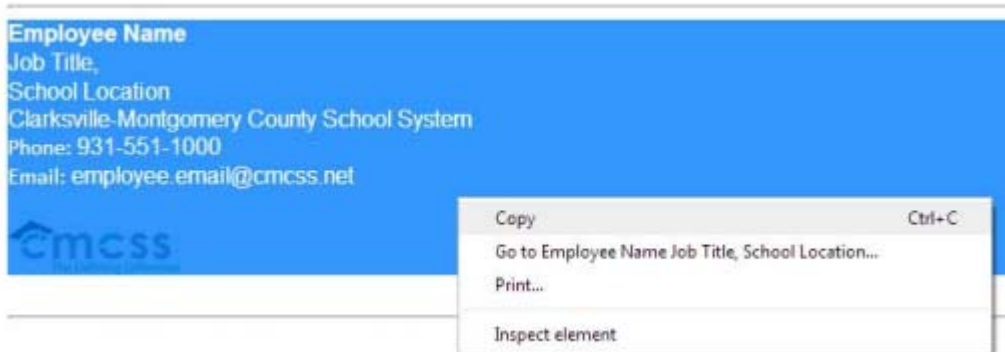


USING THE CMCSS CUSTOM EMAIL SIGNATURE, OWA USERS

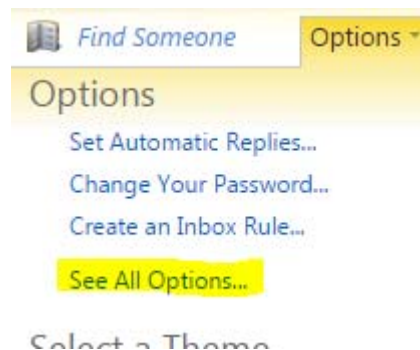
After creating the custom signature through the online form located on the district website

(<http://www.cmcoss.net/departments/communications/signature.aspx>)

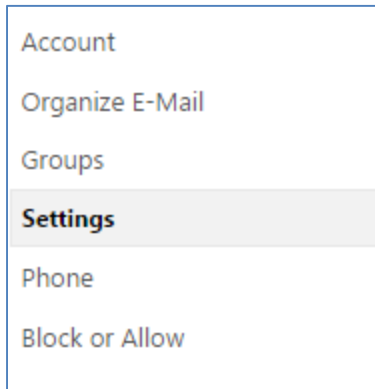
highlight the area between the green lines (do not include the lines) and copy the image by right-clicking your mouse and selecting "Copy..."



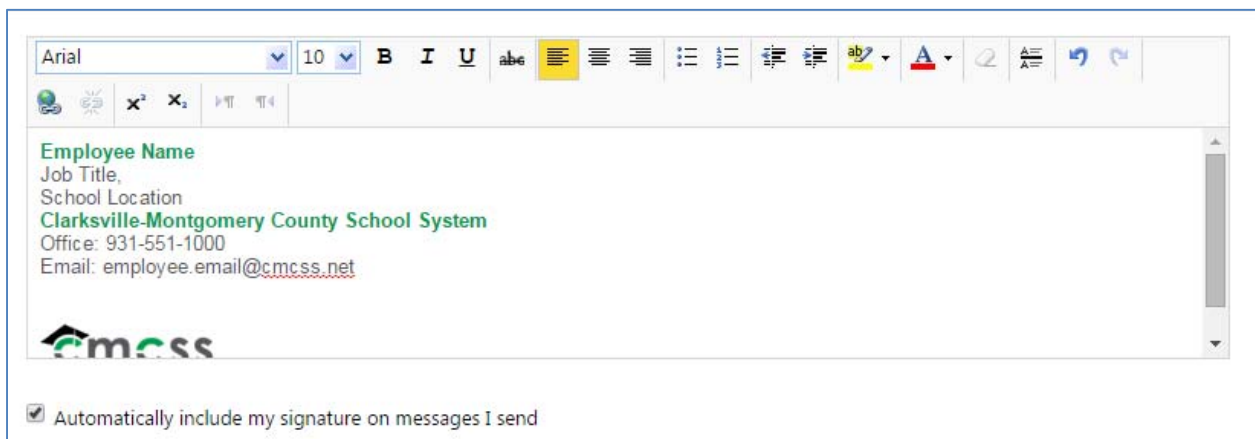
In the Outlook Web App (owa.cmcoss.net), select "Options" in the top right corner, then "See All options"



On the left-side menu, select “Settings



In the Signature block that appears, paste the text you copied when creating your signature, and check the box at the bottom labeled “Automatically include my signature on messages I send”



Click the “Save” button in the lower right corner to save your changes.

