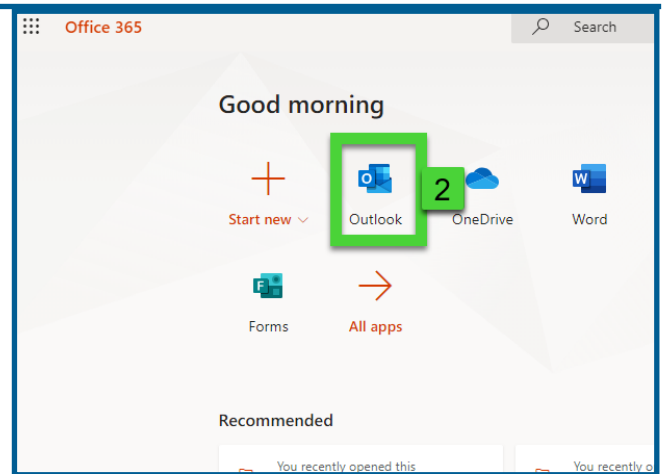


Your Signature in Outlook Web

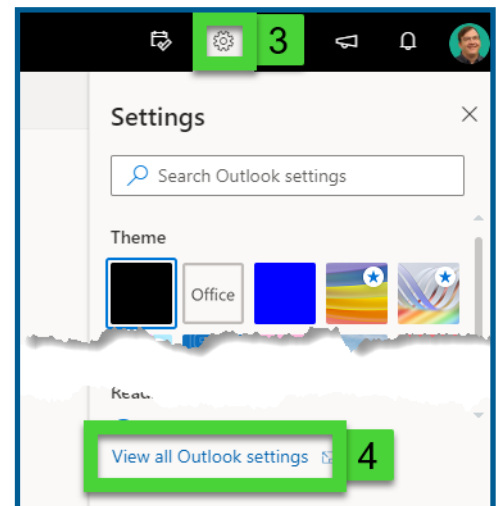
Your signature in the Outlook installed client is not the same as that used by the Web Version accessed from the RCC Website.

To Edit your Web Signature:

- 1) Open **Outlook Web Access** from the Rappahannock.edu/Faculty+Staff page and log in with your RCC Account.
- 2) On the Microsoft Landing page, click the **Outlook** icon.

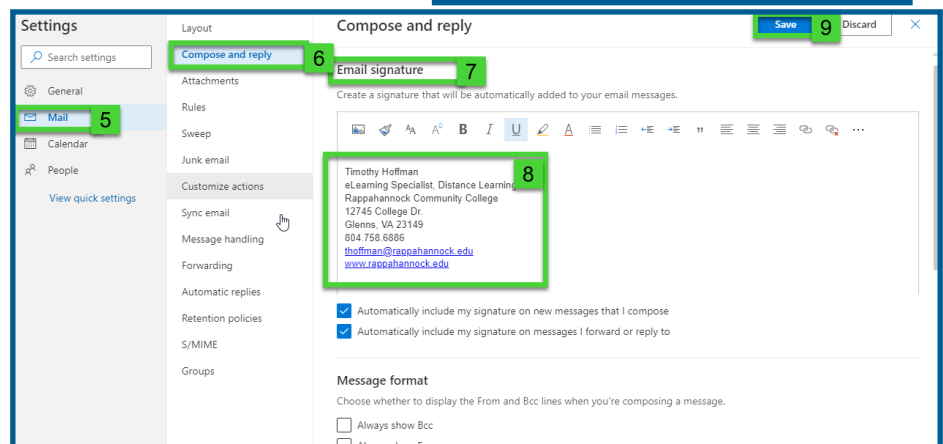


- 3) In your Outlook, click the **Settings** icon at the upper right
- 4) Select **View All Outlook Settings**



In the *Settings* Dialog:

- 5) Click **Mail** on the Left
- 6) Click on **Compose and reply**
- 7) The *Email Signature* box is at the top.
- 8) You may compose the text as you wish to comply with the signature guidelines
* Note: You can copy your signature from the Outlook installed client and Paste it here.
- 9) When completed click **Save** at the top.



Additional Note: If you scroll down this page, you will be able to set the default Reply behavior. Either to Reply (single) or Reply All

* It is a good idea to make sure this is set to Reply.