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Note: You must follow all steps below if you use both Outlook and Outlook Web Access.

1. Create a signature in Outlook Web Access (e.g. Internet Explorer, Mozilla Firefox)
   a. Login to your email
   b. Click on Options on the left bar
   c. Look for the Messaging Option section
   d. Check the Automatically include my signature on outgoing messages. box
   e. Mozilla Firefox: Type in your Signature. This will be automatically be appended to any new messages or replies you send.
   f. Internet Explorer: Click Edit Signature. Type in your signature.
   g. Click Save and Close

2. Create a signature in Outlook 2003
   1. Login to your email
   2. Goto Tools -> Options -> Mail Format tab
   3. Click on Signatures button
   4. Click New
   5. Follow prompts to create a new signature
   6. Select the signature names for both new messages, and replies and forwards.