Create an OWA Signature Using the New RSC Logo/Tag Line

Please follow these instructions to create a signature with the new logo. Note that all messages are to use the logo but *no quotes or sayings* are to be used in RSC email signatures.

- Log into https://owa.rose.edu. Click the Options drop-down at the top right (below your name). Select See All Options... (Steps 1 and 2 at right).
- Click Settings in the left pane.
- **Enter your contact information** in the signature box and format your information.
- Open a new browser window and navigate to: http://my.rose.edu/signature/signature.htm
- **Right-click** the logo. Depending upon your browser in use, you will click *Copy Image* or *Copy* on the menu (example shown below left). When you do this, you are copying both the image *and* the code behind the image to the clipboard.
- Return to the OWA signature screen. Click to place the cursor below your contact information. Use the keyboard shortcut for paste: Ctrl+V (hold down the Ctrl key then press and release the V key) to place the image and code into the screen.
- Check the check box next to **Automatically include my signature on messages I send**.
- Click Save in the lower right corner of the window.
- Test your signature by sending a test message.

Questions or problems? Contact Pam Fordenbacher (pfordenbacher@rose.edu), ext. 6299, Brandon Acree (bacree@rose.edu), ext. 7905 or Ken Roper (kroper@rose.edu), ext. 6240.