

## Outlook Web App Options

After you have signed into Outlook Web App (OWA) click the [Options](#) tab located on the right hand side.

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### How do I create a signature?

- At the top of the Outlook Web App page, click **Options > Settings > Mail**.
- In the **E-Mail Signature** box, type and format your signature.
- To add your signature to all outgoing messages, select the **Automatically include my signature on messages I send** check box.
- Click **✓ Save** in the bottom right-hand corner of the page.

### How do I change my password?

- Click **Options** in Outlook Web App.
- Click **Change Your Password**.
- Type your old password.
- Type a new password.
- Type the new password again to confirm it.
- Click **✓ Save** in the bottom right-hand corner of the page.

After you save, you may have to reenter your credentials and log on again. Outlook Web App will display a message after your password is changed successfully.

### How do I tell people I'm Out of the Office?

- Click **Options** in Outlook Web App.
- Click Tell People you're on vacation.
- Select either don't send automatic replies or Send automatic replies.
- Select the start and end time.
- Click **✓ Save** in the bottom right-hand corner of the page.

## How do I manage my Calendar?

- The calendar is fully integrated with e-mail, contacts, and other features found in Outlook Web App.
- To manage Calendar settings, click **Options > Settings > Calendar**.
- Choose how your calendar should look.
- Click **✓ Save** in the bottom right-hand corner of the page.

## Learn About E-Mail on a Mobile Phone

- Click Options > Learn How to get Direct Push e-mail on your mobile phone.
- Follow the instructions.

### Note:

If you're not sure whether your mobile phone is compatible with Exchange ActiveSync, see your mobile phone documentation or contact your mobile phone provider.

