

EMAIL SIGNATURE – CONFIDENTIALITY NOTICE

Please append the following confidentiality notice to your email signature:

CONFIDENTIALITY NOTICE:

The contents of this email message and any attachments are intended solely for the addressee(s) and may contain confidential and/or privileged information and may be legally protected from disclosure. If you are not the intended recipient of this message or their agent, or if this message has been addressed to you in error, please immediately alert the sender by reply email and then delete this message and any attachments. If you are not the intended recipient, you are hereby notified that any use, dissemination, copying, or storage of this message or its attachments is strictly prohibited.

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.

