## For staff using Outlook 2013

## Tell Outlook 2013 to immediately check for new messages.

- 1. In Outlook 2013, click on the **Send/Receive** tab at the top of the window.
- 2. Click on Update Folder to force your Outlook check for new messages immediately.

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	FILE	HOME	SEND / RECEIVE	FOLDER	VIEW
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3. When the update finishes, click on the Home tab to get back to your Mail view

## For staff and faculty using the OWA client

## How do I create a signature in the OWA Client?

- At the top of the Outlook Web App page, click\_Options > See All Options > Settings > Mail.
- In the E-Mail Signature box, type and format your signature. If you use both Outlook Web App and Outlook and want a signature in both, you need to create a signature in each.
- 3. To add your signature to all outgoing messages, select the **automatically include my** signature on messages I send check box.
- 4. Click **Save** or press CTRL+S.