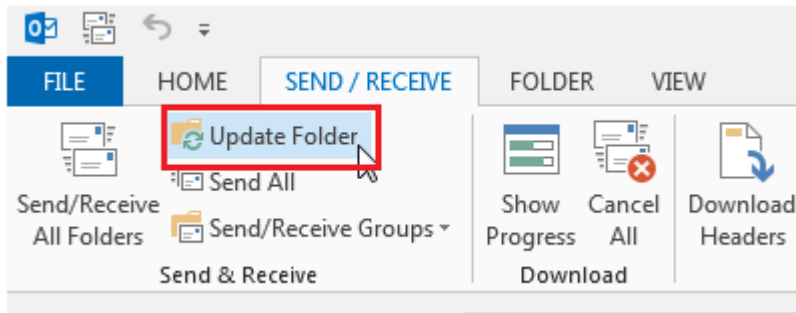


For staff using Outlook 2013

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.



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?

1. At the top of the Outlook Web App page, click **Options > See All Options > Settings > Mail**.
2. 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.