Setting up your email signature

Open your OWA account by going to https://email.fhda.edu and entering your Campus-Wide ID and Password.

1. Click on the "Options" drop down menu in the top right corner (under your name)
2. Select "See All Options…"
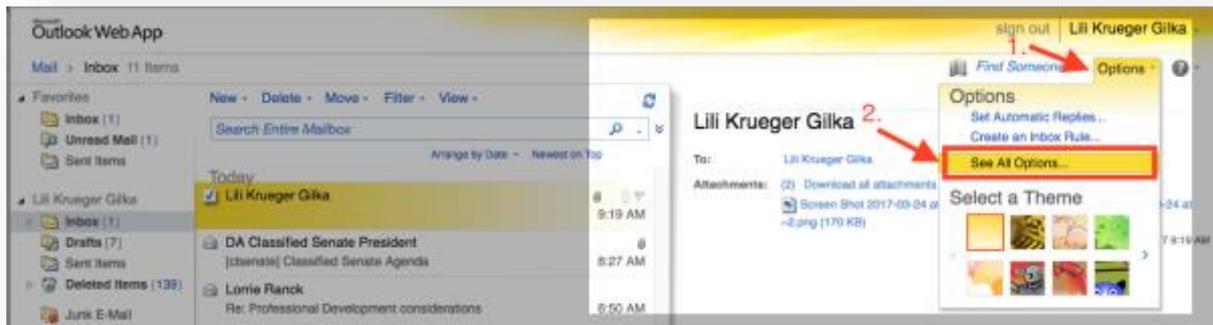
3. Select "Settings"
4. Update the E-Mail Signature as follows:
   o Name
   o Title
   o Days at De Anza - Office Location
   o Phone (if you want)
   o Email
5. Make sure the box for "Automatically include my signature on messages I send" is ticked