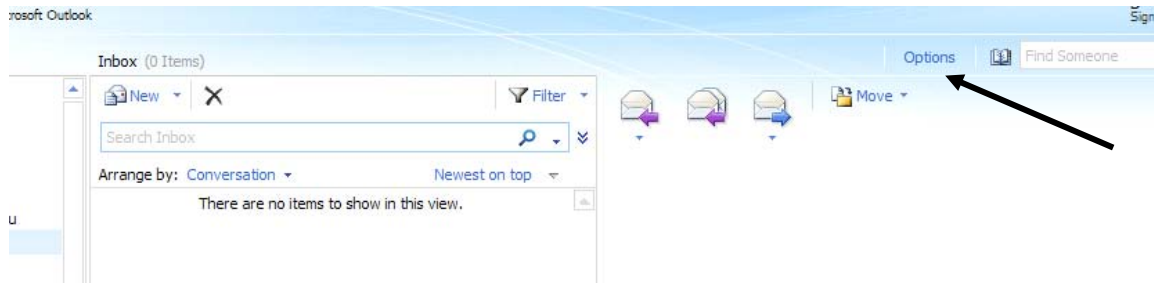


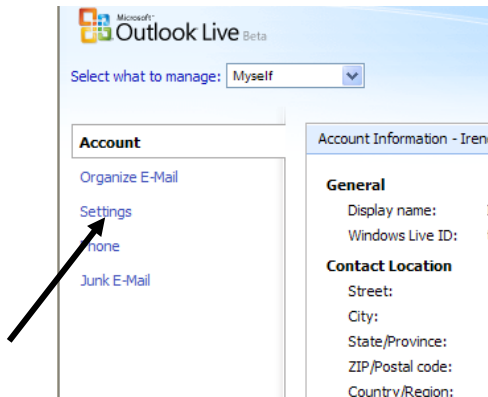
[How to create a signature in your @acg.edu account.](#)

Signature creation is available only through Internet Explorer

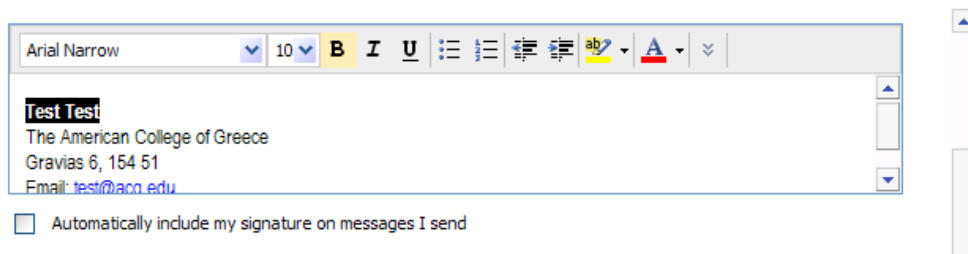
- Step 1.:** Log on to your e-mail
- Step 2.:** Click on “Options” button



- Step 3.:** Click on “Settings” option



- Step 4.:** Type your signature in the **E-Mail Signature** section
- Step 5.:** Use the Format Options available and click “Automatically include my signature on messages I send”, if appropriate in your case



Step 6.: Click Save

