



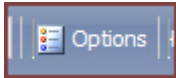
Tim Etzler

District Instructional Technologist
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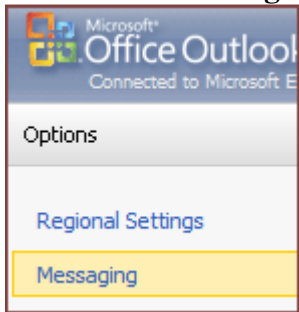
P.O. Box 871 / 207 N. Third
Kingsville, Texas 78363
Office: (361) 592-3387 x8157
Fax: (361) 516-0278

OWA - Adding An Email Signature

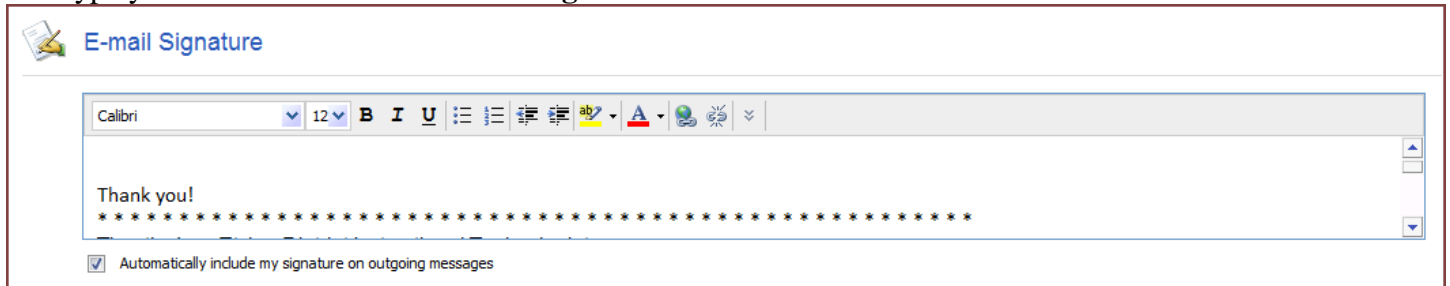
1. Left-click on the options icon located at the upper-right corner of the window



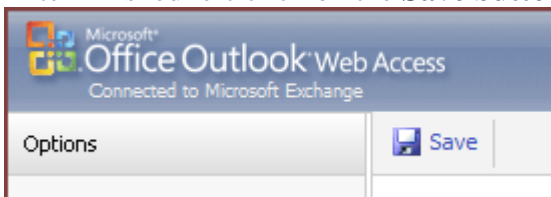
2. Left-click on **Messaging** in the left pane



3. Type your information in the **E-mail Signature** area



- a. Can change the font style, font size, etc. with the Editing Toolbar located at the top of the signature box
 - b. If you want the signature to be included in every email (recommended) then make sure the box preceding “Automatically include my signature on outgoing messages” is checked
4. After finished left-click on the **Save button**



Non-Discrimination Statement

(Copy/Paste the statement below at the end of the signature)

Nondiscrimination: The Kingsville I. S. D. does not discriminate on the basis of age, race, religion, color, national origin, sex, or disability in providing education services, activities, and programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

No discriminación: El Distrito Escolar Independiente de Kingsville no discrimina en base a la edad, raza, religión, color de piel, nacionalidad, sexo, y discapacidad al proporcionar servicios educativos, actividades, y programas, de acuerdo con el Título VI del Acta de Derechos Civiles de 1964, como ha sido amendada; el Título IX de las Enmiendas Educativas de 1972; y la Sección 504 del Acta de Rehabilitación de 1973, como ha sido amendada.
