

Log Into: <http://www.ashtoncollege.com/exchange>



Microsoft
Outlook Web App

Security ([show explanation](#))

This is a public or shared computer
 This is a private computer

Use the light version of Outlook Web App

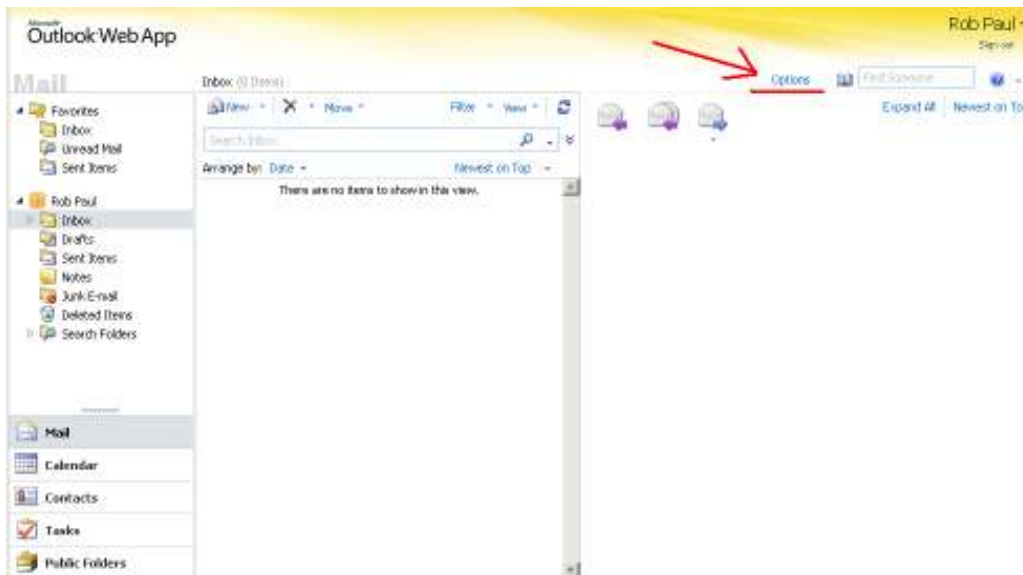
User name:

Password:

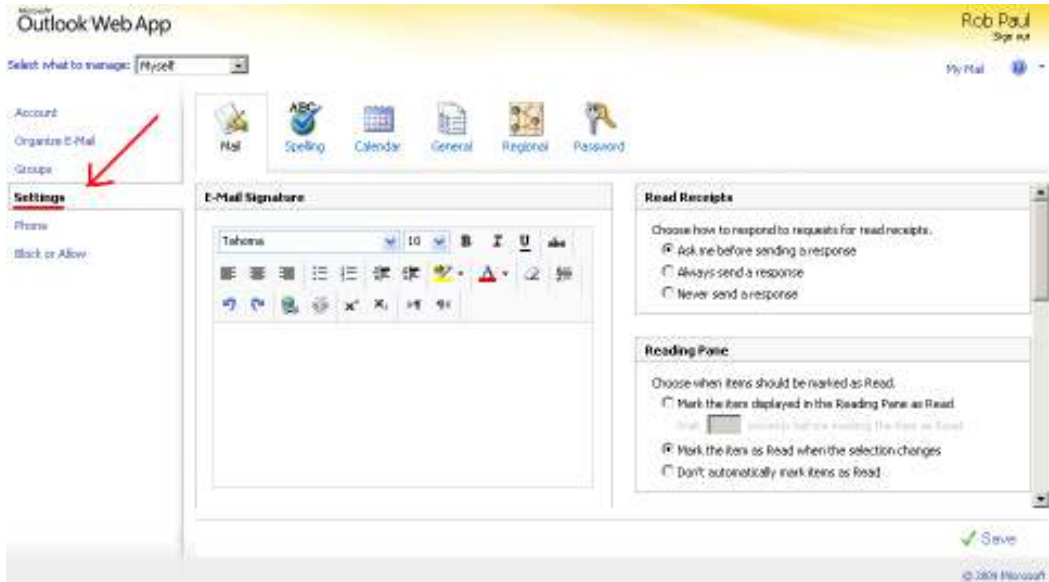
Connected to Microsoft Exchange
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Use the user name and password you use to log into your computer, to log into the Web Outlook.

Click the Options Button:



Then Click the Settings button:



In the Signature Field paste this info, but Change it to your info.

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Check “**Automatically include my signature on messages I send**” Then Hit **Save**

