

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

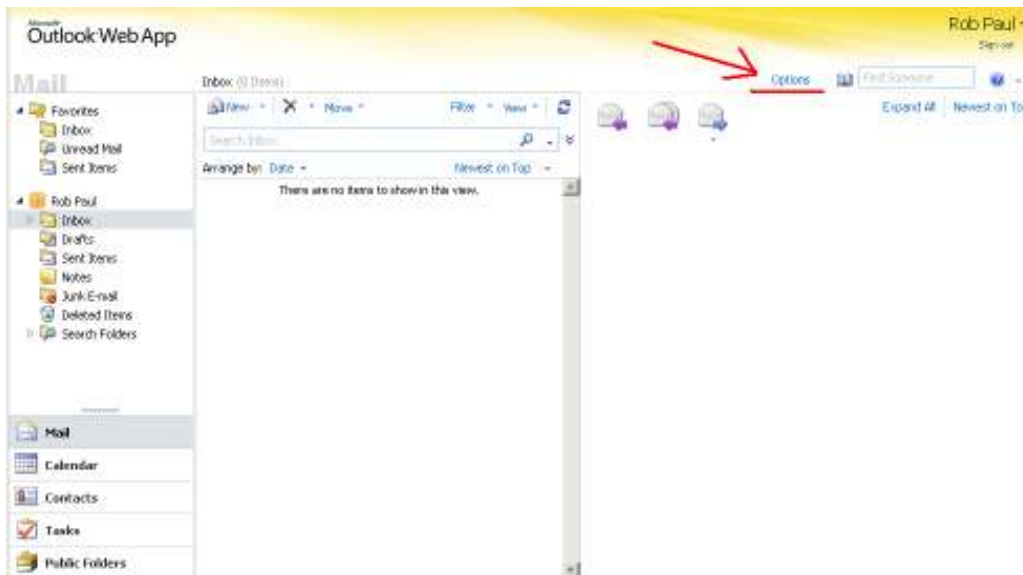
User name:

Password:

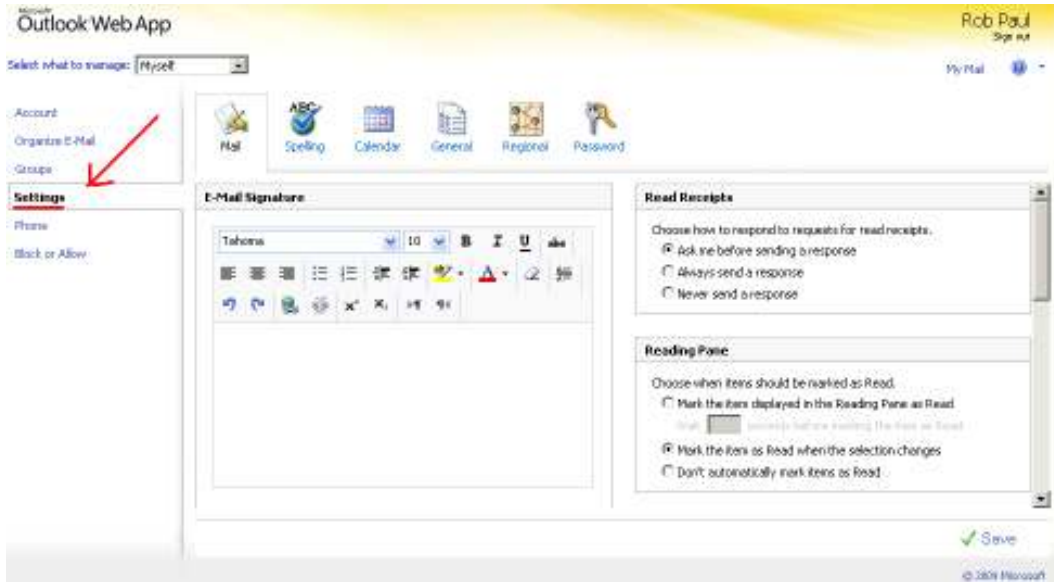
Connected to Microsoft Exchange  
© 2009 Microsoft Corporation. All rights reserved.

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.

**Rob Paul**  
IT Assistant  
phone: 604-899-0803 / ext: 114  
Ashton College  
1190 Melville Street  
Vancouver, BC, V6E 3W1  
[www.ashtoncollege.com](http://www.ashtoncollege.com)

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

