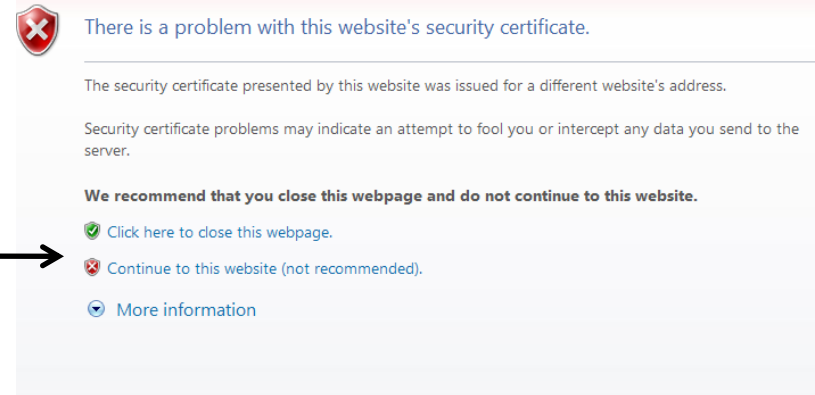
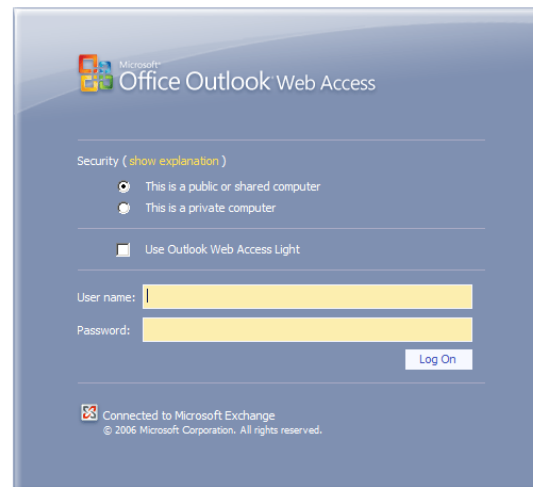


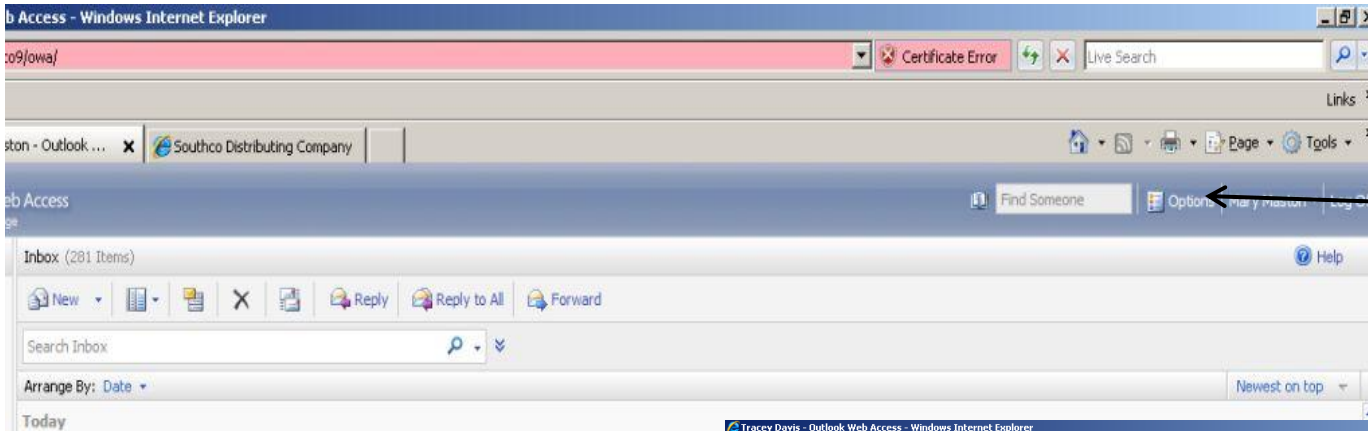
Creating or Changing an email Signature using Outlook Web Access

- Open Internet Explorer
- Go to <https://www.southcodistributing.com/owa> or click Favorites in the upper left hand corner of Internet Explorer, and choose Email – Out of Office (if you are out of the office) or Email – In Office (if you are in the office)
- When you see the a window that looks like this
Just click the option that says Continue to this website.
(middle option)



- Put your user id and password in the boxes
- Click logon





1. Click Options

2.

To create or change the signature for your email, click Options.

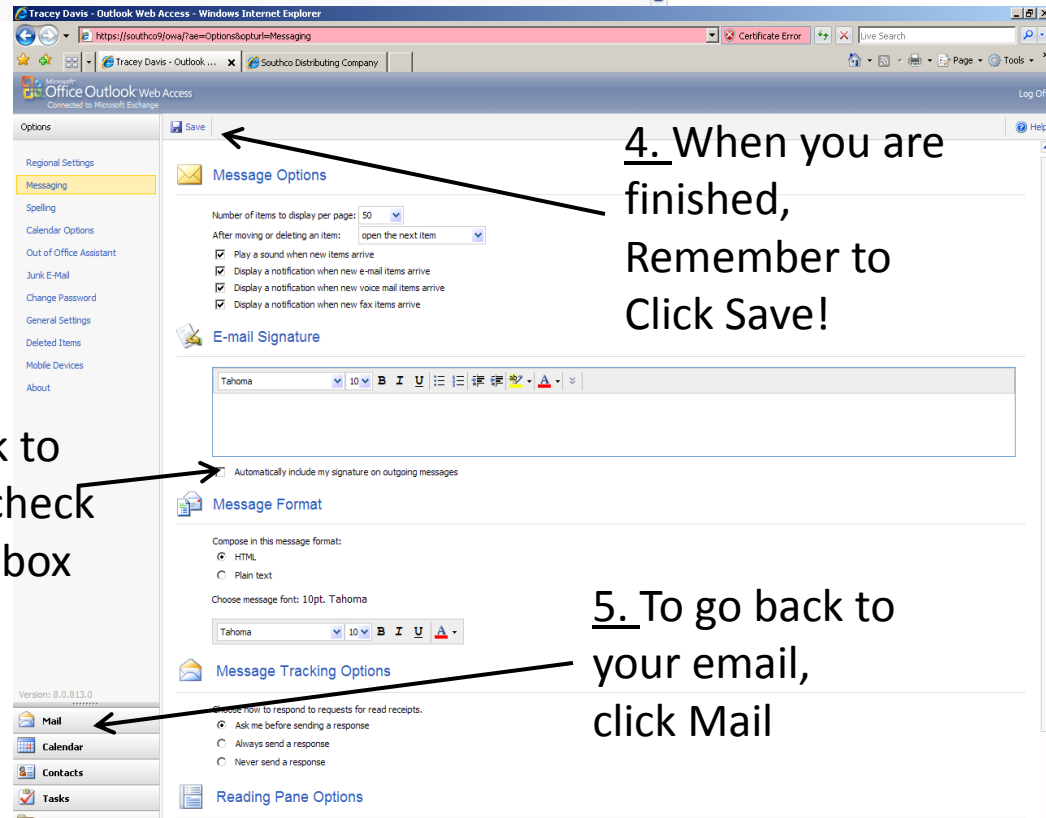
- Click inside the E-mail Signature window
- Make any changes necessary to your existing signature or create your signature.
- Include your mobile number if you wish, (if not, remove Mobile)

Please follow this format:

Your Name
Your Title

Southco Distributing Company
2201 South John Street
Goldsboro, NC 27530

Toll Free: 800.969.3172
Local: 919.735.8012
Mobile:
Voice Mail Extension:
Fax: 919.580.9834



4. When you are finished, Remember to Click Save!

3. Click to put a check in this box

5. To go back to your email, click Mail