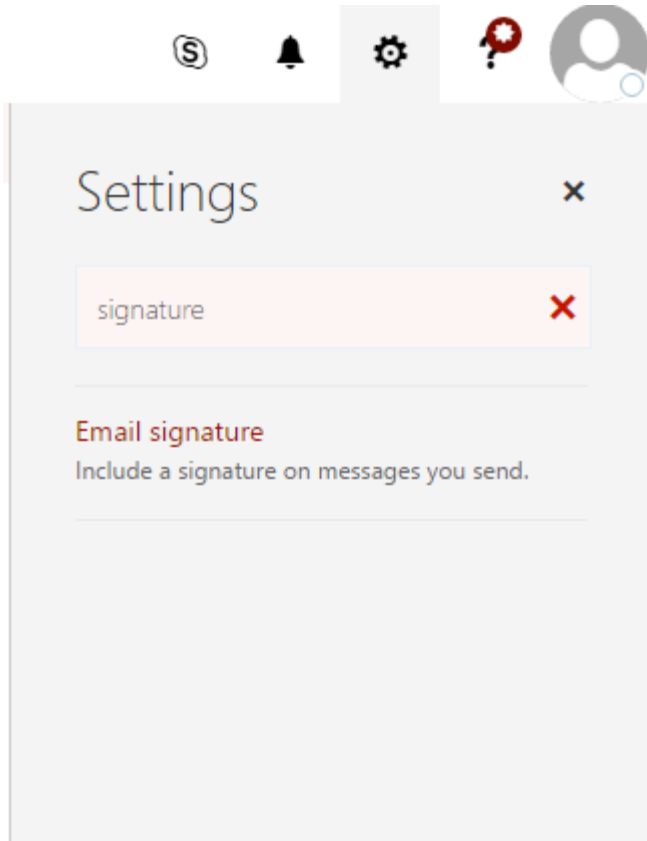


Setting Up a HIPAA Compliant Signature on Outlook Web Access (OWA)

- 1) Click on the Settings button in the upper-right corner of OWA and type "signature" in the search box.



- 2) Click "Email signature"
- 3) In the box provided, make sure both boxes are checked to include the signature on new messages and replies.
- 4) The text should read:

The information contained in this transmission may contain privileged and confidential information, including patient information protected by federal and state privacy laws. It is intended only for the use of the person(s) named above. If you are not the intended recipient, you are hereby notified that any review, dissemination, distribution, or duplication of this communication is strictly prohibited. If you are not the intended recipient, please contact the sender by reply email and destroy all copies of the original message.
- 5) Click "OK"
- 6) If you'd like to have the fancy COG logo included on your signatures let me know and I can send you a file to use, or if you're savvy enough you can just steal it from my signature using copy/paste.