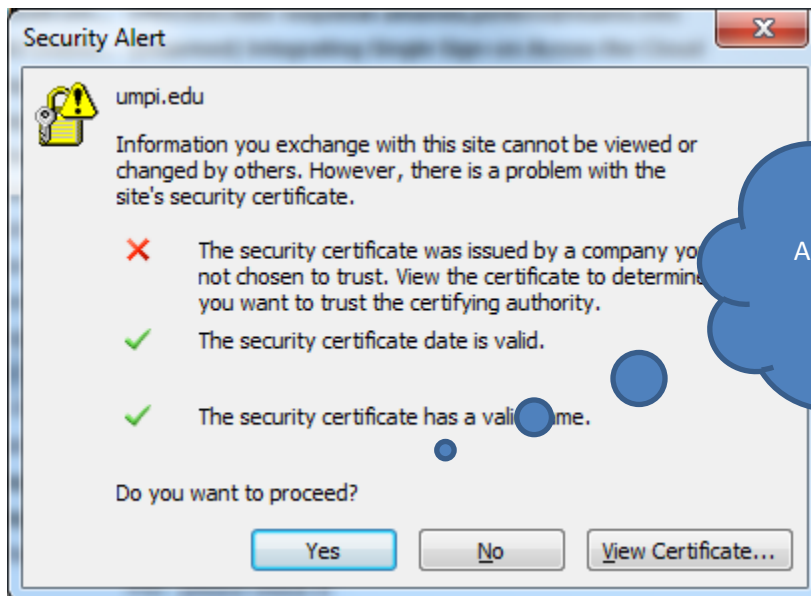
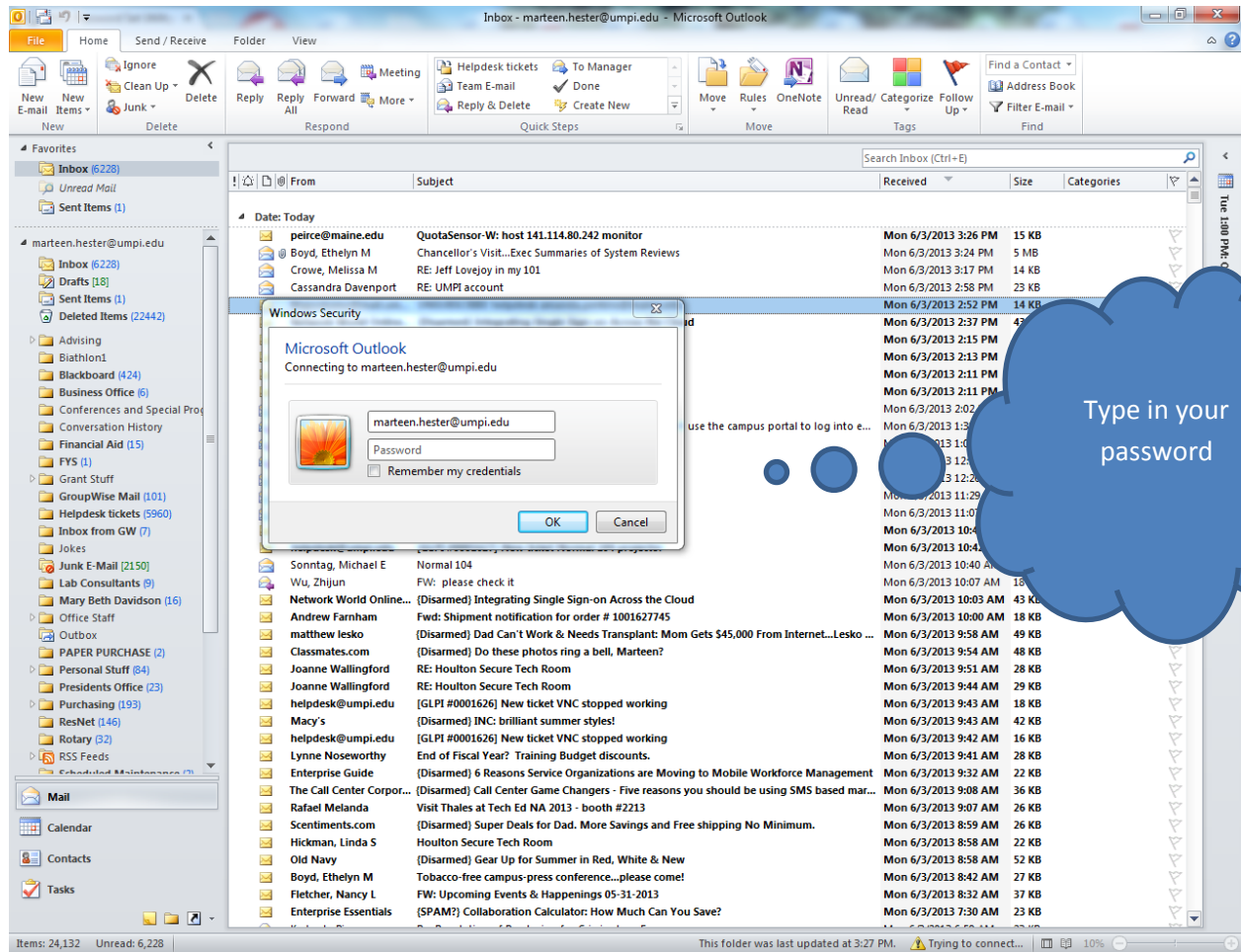


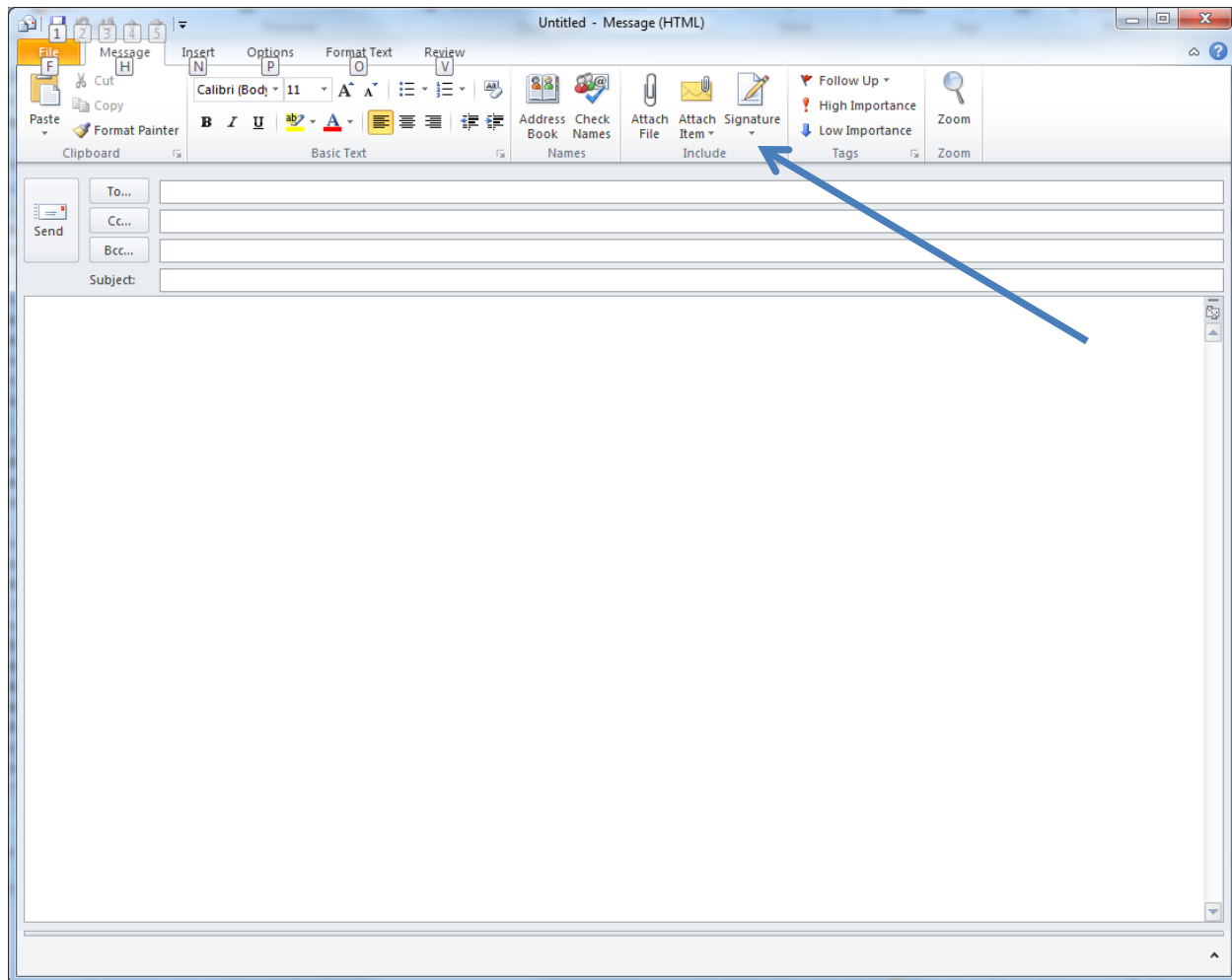
Using the client for Outlook

Click the link for Outlook

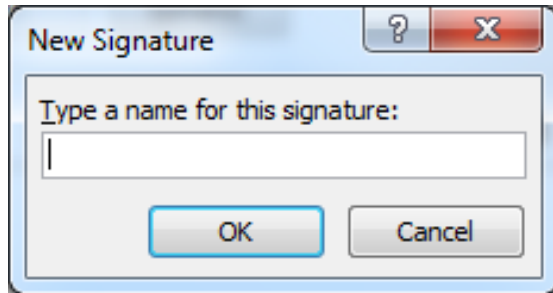


If you would like to add your signature for your email.

When in a new email click “Signature”



Click on “NEW” to create a new signature

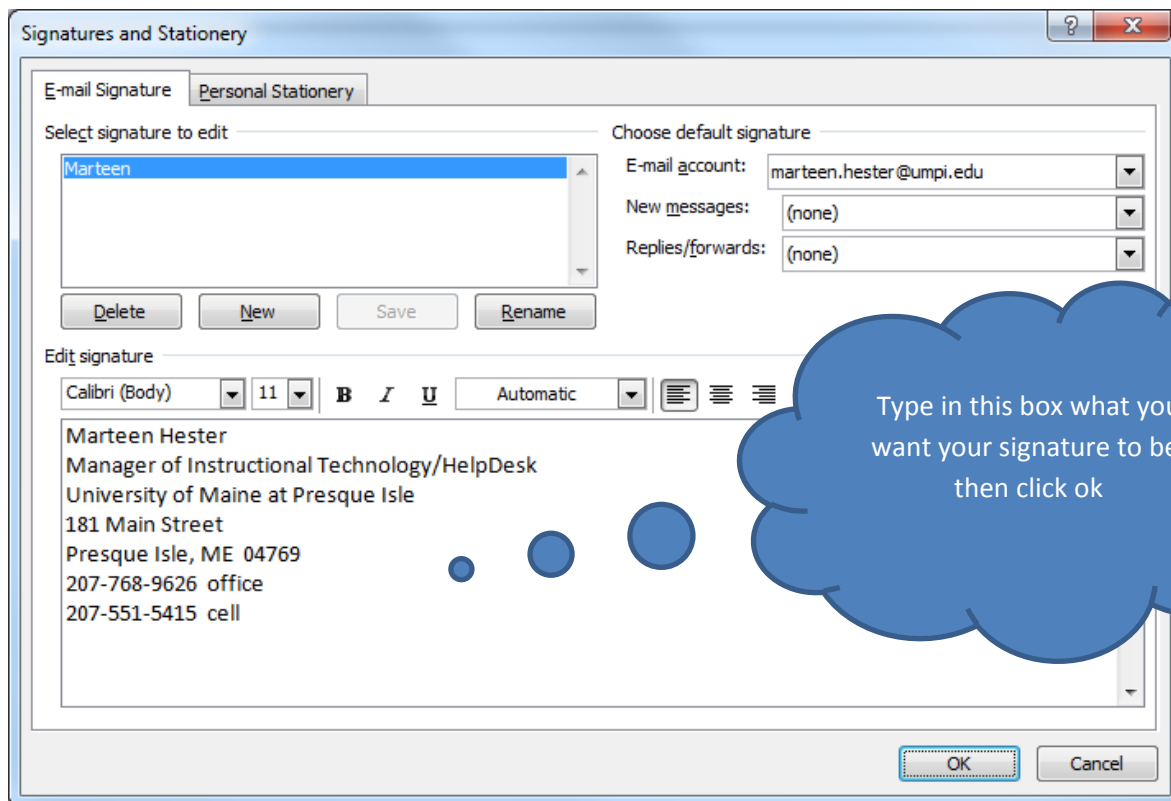
A small dialog box titled "New Signature" with a question mark icon and a close button (X). It contains a text input field with the placeholder text "Type a name for this signature:". Below the input field are two buttons: "OK" and "Cancel".

New Signature

Type a name for this signature:

OK Cancel

Give the signature a name and click ok

A window titled "Signatures and Stationery" with a question mark icon and a close button (X). It has two tabs: "E-mail Signature" and "Personal Stationery". Under "E-mail Signature", there is a list box labeled "Select signature to edit" containing "Marteen". Below the list box are buttons: "Delete", "New", "Save", and "Rename". To the right, under "Choose default signature", there are three dropdown menus: "E-mail account:" (marteen.hester@umpi.edu), "New messages:" (none), and "Replies/forwards:" (none). Below these is an "Edit signature" section with a rich text editor. The editor shows the text: "Marteen Hester", "Manager of Instructional Technology/HelpDesk", "University of Maine at Presque Isle", "181 Main Street", "Presque Isle, ME 04769", "207-768-9626 office", and "207-551-5415 cell". The editor has a toolbar with font face (Calibri (Body)), font size (11), bold (B), italic (I), underline (U), text color (Automatic), and bullet points. At the bottom right are "OK" and "Cancel" buttons.

Signatures and Stationery

E-mail Signature Personal Stationery

Select signature to edit

Marteen

Delete New Save Rename

Choose default signature

E-mail account: marteen.hester@umpi.edu

New messages: (none)

Replies/forwards: (none)

Edit signature

Calibri (Body) 11 B I U Automatic

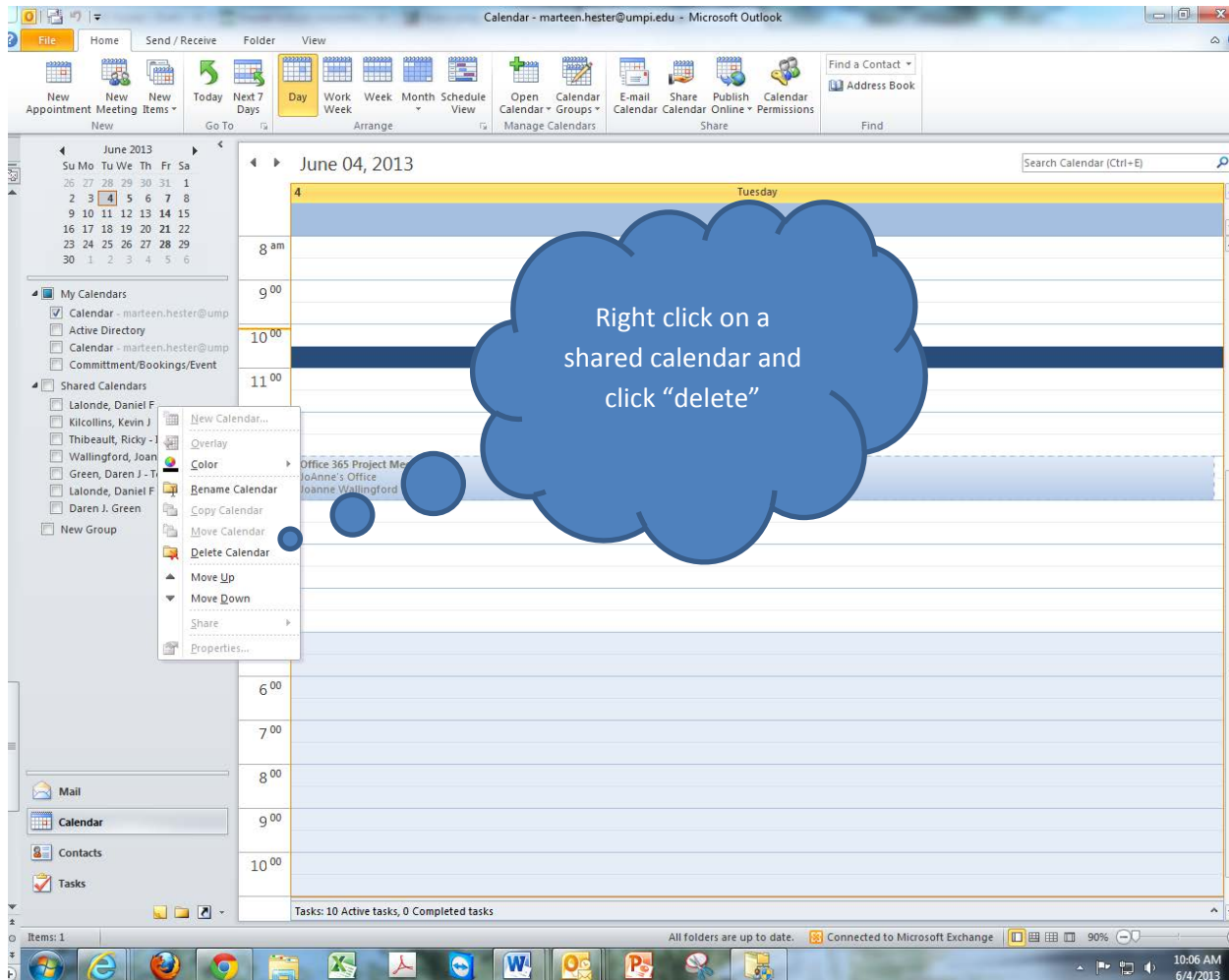
Marteen Hester
Manager of Instructional Technology/HelpDesk
University of Maine at Presque Isle
181 Main Street
Presque Isle, ME 04769
207-768-9626 office
207-551-5415 cell

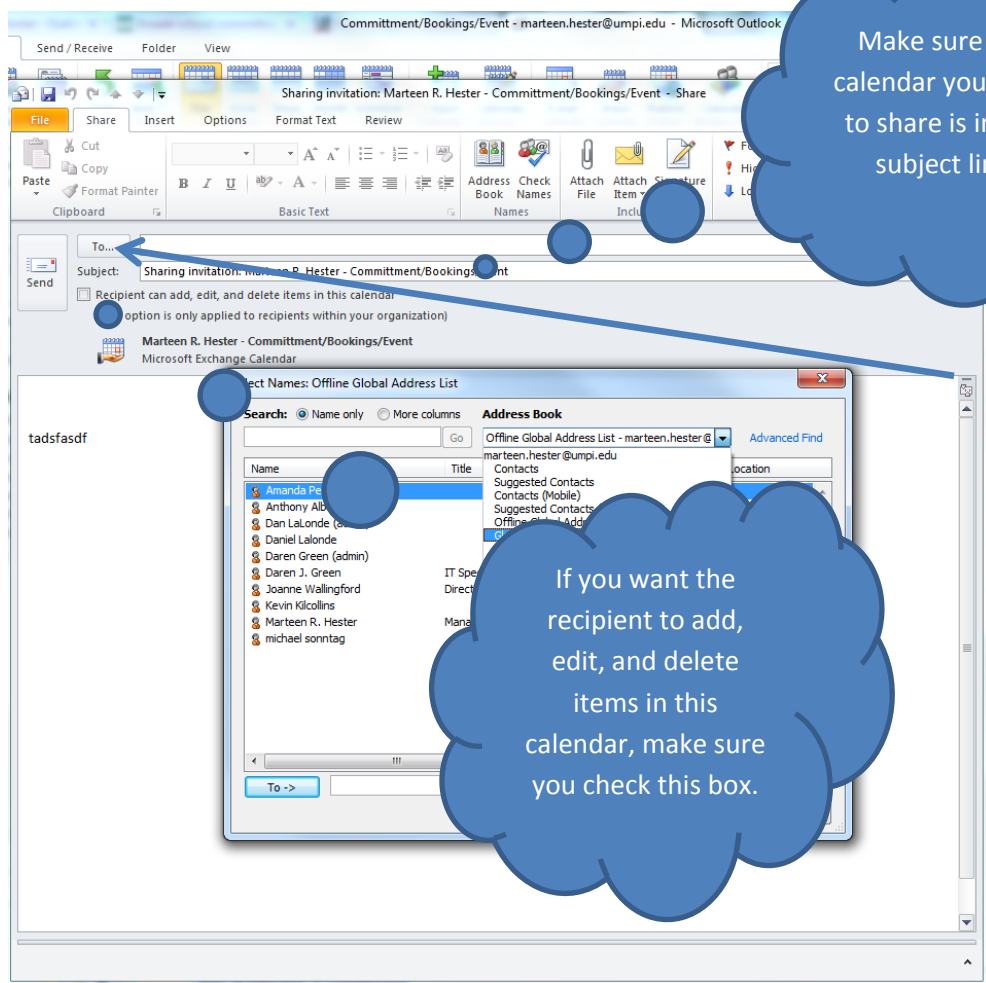
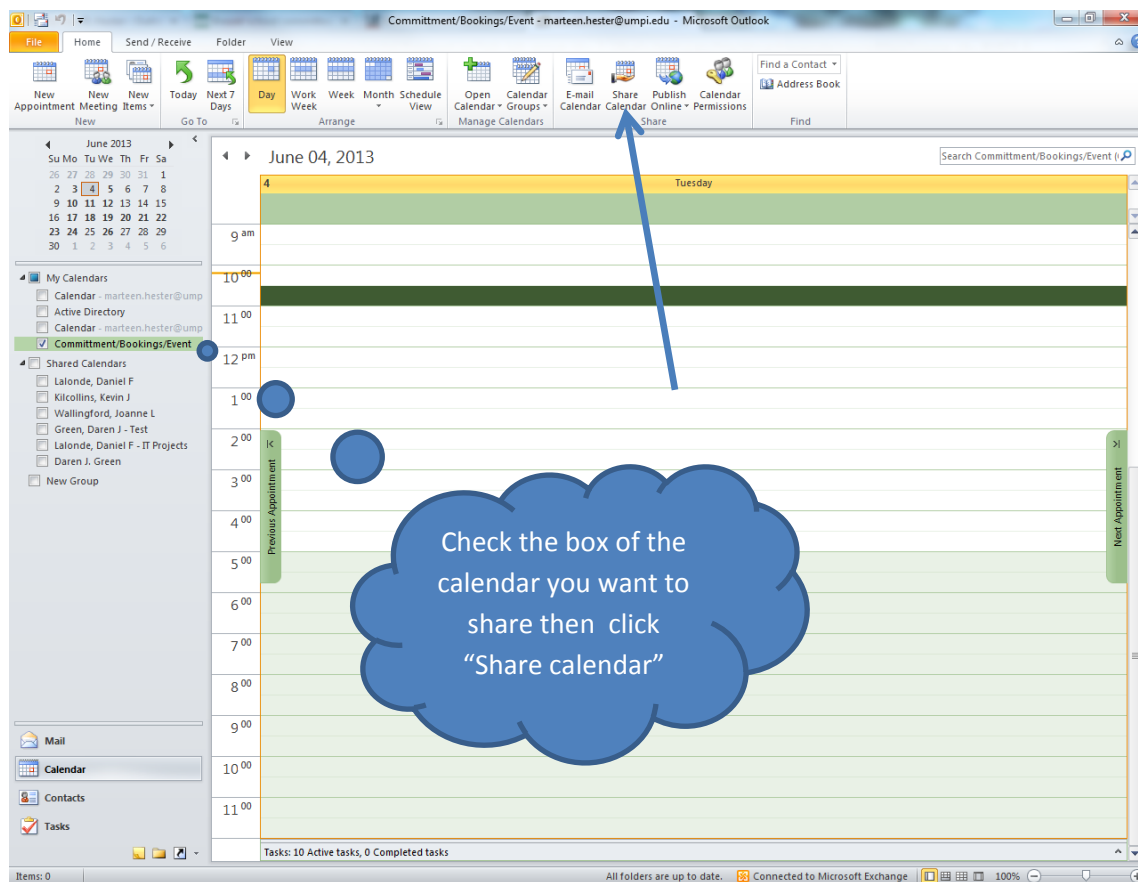
OK Cancel

Type in this box what you want your signature to be, then click ok

CALENDARS

If you previously shared calendars with anyone, you will need to delete them and add them again.





Click the TO:
and make sure
that the address
book you have
chosen says:
**GLOBAL
ADDRESS LIST.**
It does not by
default. Double
click the
recipient and
click ok. Click
"SEND"