

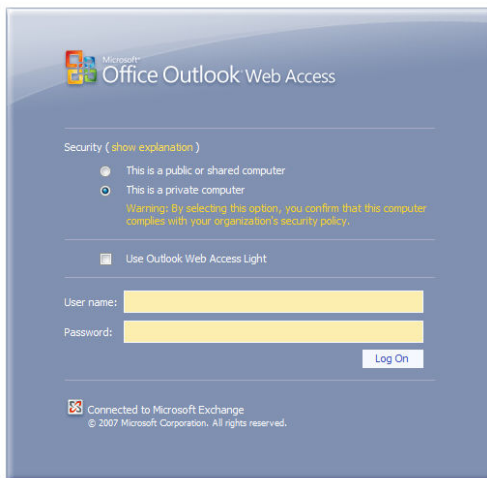
Instructions for Setting up an Email Signature

Quick reminders:

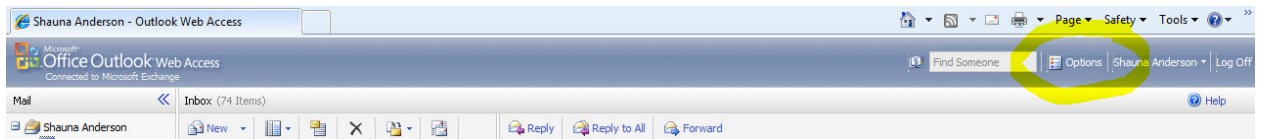
- Keep it simple with your basic personal and contact info
- No slogans or quotes!
- Make sure you include which school you work for

WEB MAIL

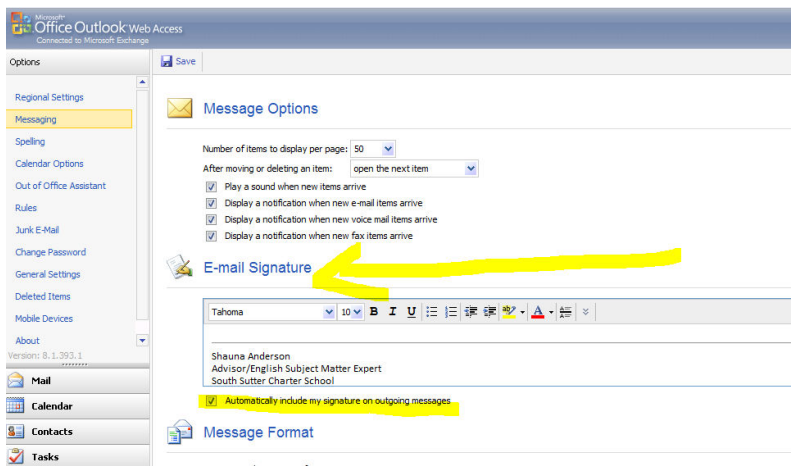
1. Login to your email



2. At the top right of your screen click on the “Options” link



3. In the middle of the screen you will see the “Email Signature” section.



4. Create your signature to read as follows (replacing with your own information):

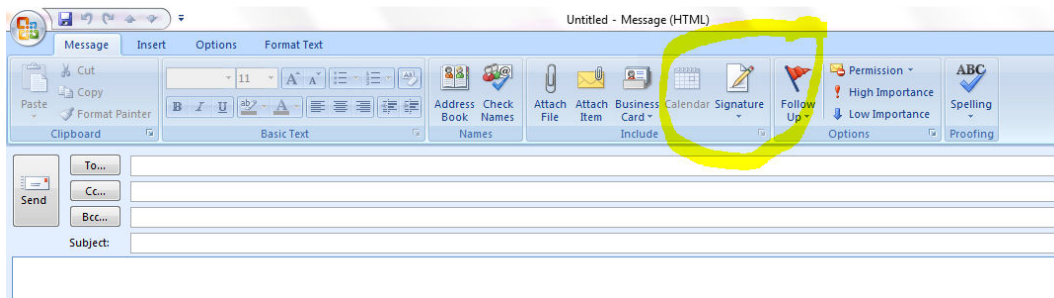
Shauna Anderson

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South Sutter Charter School
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5. Check the box to “Automatically include my signature on outgoing messages”
6. When prompted, save changes

MICROSOFT OUTLOOK MAIL

1. Login to your Outlook mail browser
2. Create a new mail message
3. Select the “Signatures” button from the task bar at the top



4. From the drop-down menu, select “Signatures” to create a new signature
5. Click on the “New” button (1), and then type your signature in the text box below (2), then save (3). You might want to create a few different signatures, like one that you reply to parents with (more formal), one for students (less formal), etc.

