

## How-to: Update Your Indian Hills Email Signature

- 1. Click on File in the top left corner
- 2. Click on Options
- 3. Click on Mail
- 4. Select Signatures
- 5. Type your signature to reflect the layout below:
  - a. Name
  - b. Position/Title
  - c. Indian Hills Community College
  - d. Address
  - e. Phone
  - f. Web address
  - g. Logo
  - h. Select OK to save
- 6. Select Stationery and Fonts
- 7. Select New Mail Messages
  - a. Select Font = Georgia
  - b. Select Size = 11
  - c. Select Color = Automatic
  - d. Select OK to Save
- 8. Repeat Step 7 for Replying or Forwarding Messages and Composing and reading plain text messages a. Select OK to Save
- 9. Select OK to save out of the Stationery and Fonts Tab
- 10. Select OK to save out of the Options Tab
- 11. Test to make sure all is well

¢	Inbox - Bianca.Myers@indianhills.edu - Outlook
Info	Account Information
Open & Export	Diana Mara Qiadia billa da
Save As	Microsoft Exchange
	+ Add Account
Print	Account and Social Network Settings
Share	Account Settings - https://mail.ndianhills.edu/owa/
Office Account Options	Connect to social networks.
Exit	Automatic Replies (Out of Office) Use automatic replies to notify others that you are out of office, on vacation, or not available to respond to e-mail messages.
	Cleanup Tools * Mailbox Cleanup anage the size of your mailbox by emptying Deleted Items and archiving.
	Rules and Alerts Use Rules and Alerts to help organize your incoming e-mail messages, and receive updates when items are added, changed, or removed.

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Unread Mail	Adv Replies/forwards: Bianca Myers		►
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<ul> <li>Inbox 3</li> <li>Bianca Personal Anaheim CASE Boston Noel Levitz</li> </ul>	Quie     Replying or forwarding mess.     Font Color:     Underline style:     Underline style:     Underline style:       Add     Font     Effects     No Color     Effects       Trus     Mark my comments with     Strighthrough     Strighthrough	
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New New Email Items * Delete	Cale Signatures and Stationery	Follow Filter Email *
New Delete	Peo E-mail Signature Personal Stationery	Find
∡ Favorites	Task Theme or stationery for new HTML e-mail message	🔎 Current Mailbox 👻
Sent Items	Sear Iheme No theme currently selected	CATEGORIES 🌾 🔺
Inbox 3	Lang Font: Use theme's font	
Unread Mail	Adv New mail messages	
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