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

Account Information

Bianca.Myers@indianhills.edu
Microsoft Exchange

+ Add Account

Account and Social Network Settings
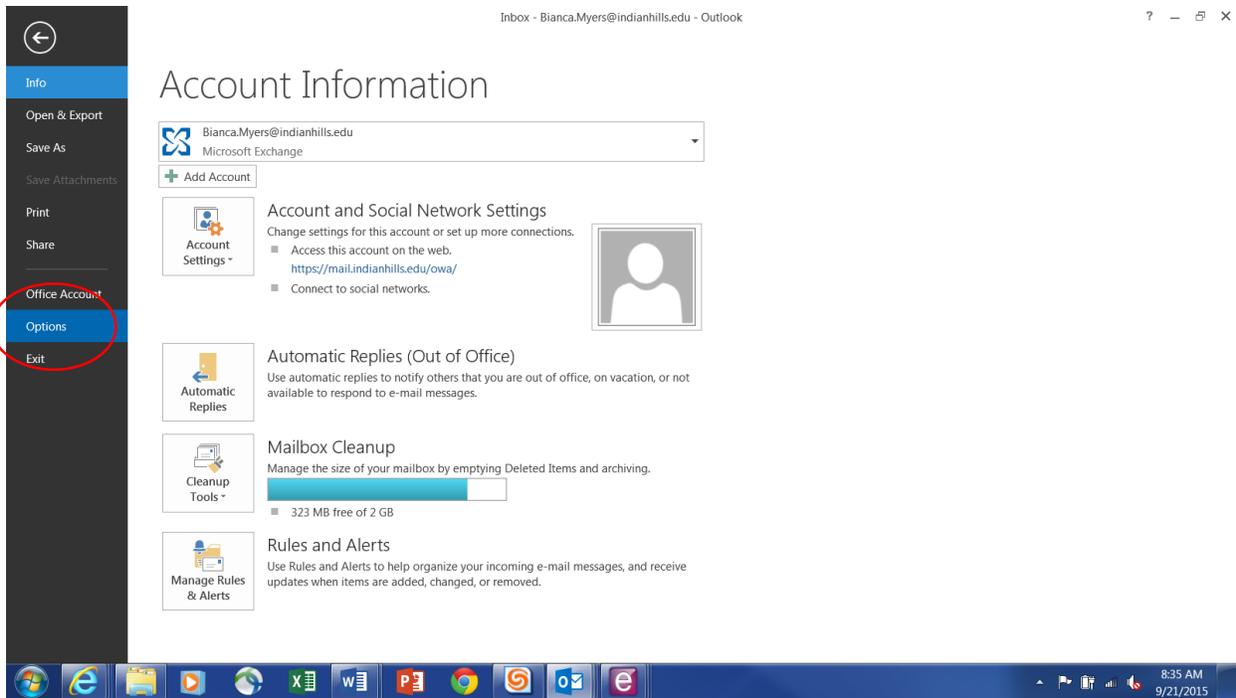Change settings for this account or set up more connections.
- Access this account on the web.
  https://mail.indianhills.edu/owa/
- Connect to social networks.

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.

Mailbox Cleanup
Manage the size of your mailbox by emptying Deleted Items and archiving.
323 MB free of 2 GB

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.

Info
Open & Export
Save As
Save Attachments
Print
Share
Office Account
Options
Exit

Account Settings
Automatic Replies
Cleanup Tools
Manage Rules & Alerts

8:35 AM
9/21/2015

Outlook Options

General
Mail
Calendar
People
Tasks
Search
Language
Advanced
Customize Ribbon
Quick Access Toolbar
Add-Ins
Trust Center

Change the settings for messages you create and receive.

Compose messages

Change the editing settings for messages.   Editor Options...
Compose messages in this format: HTML

☐ Always check spelling before sending   Spelling and Autocorrect...
☑ Ignore original message text in reply or forward

Create or modify signatures for messages.   Signatures...

Use stationery to change default fonts and styles, colors, and backgrounds.   Stationery and Fonts...

Outlook panes

Customize how items are marked as read when using the Reading Pane.   Reading Pane...

Message arrival

When new messages arrive:
☑ Play a sound
☐ Briefly change the mouse pointer
☑ Show an envelope icon in the taskbar
☐ Display a Desktop Alert   Desktop Alert Settings...
    ☐ Enable preview for Rights Protected messages (May impact performance)

Conversation Clean Up

OK   Cancel

FILE   HOME   SEND / RECEIVE

New Email   New Items   Ignore   Clean Up   Junk   Delete
New   Delete

Search People
Address Book
Filter Email
Find

Current Mailbox
CATEGORIES

Website
Marketing
Marketing

Favorites
Sent Items
Inbox 2
Unread Mail

Bianca.Myers@indianhills.edu
Inbox 2
Bianca Personal
    Anaheim CASE
    Boston Noel Levitz
    Boys Camp
    Bryan Stewart
    DC Trip
    Newport Beack Omni
    Portland NCMPR
    Warrior Dash Pics
Cabinet
    athletics
    Program Cards
State Fair
    2015
        athletic schedules
    2015 IACCT

Mail   Calendar   Pe

ITEMS: 75   UNREAD: 2

8:37 AM
9/21/2015