1. 2.	Start a In the I paper v	new mail Message to with a pen	message. ool bar at the t cil over it).	op, click or	signature. (It looks like the piec	ce of	2. Click on the signature icon.
9	90	* * 📑 *	▼	Untitle	ed - Message (HTI	ML)		
File	Mes	sage Inser	t Options F	ormat Text 🛛	Review Adobe	PDF		~ ?
Paste	X Ca	alibri (Bod <u>)</u> = 11 I <u>I</u> a <u>b</u>	1 → A [*] A [*] Ξ ² → <u>A</u> → Ξ Ξ	• 三 • 學 著 律 律	Address Check Book Names	Q Attach File	 Follow Up + High Importance Low Importance 	Zoom
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Send	Subje							
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- 3. Choose Signatures
- 4. Click on New on the left-hand side.
- 5. Name the new signature whatever you choose and click "OK."

4 Click "New" on	ures and Stationery	? ×
the left-hand side.	ail Signature Personal Stationery	
Sele	t signature to edit	Choose default signature
	<u> </u>	New messages: (none)
		Replies/forwards: (none)
5. Name the new	Delete	
signature whatever	gnature	
you choose and click	bri (Body) 🔻 11 👻 🖪 🛛 🔟 🛛 Automatic	🔽 📑 🗏 📓 Business Card 🛛 🔬 🌏
OK.		<u> </u>
New Sign Iype n new sign	ame for this signature:	
		OK Cancel

6. Copy the text below. First, highlight all text. Then right click and choose "Copy."

First Name Last Name Title

Winthrop University Department name Department physical address Rock Hill, SC 29733

Phone Number Fax number Address www.winthrop.edu

Specified font should be Arial, 9 pt. Your name and Winthrop University should be in bold. Title should be in italics. Color should be RGB: R=102, G=0, B=0

- 7. Right click in the large white box underneath "Edit Signature" and choose "Paste."
- 8. Change the text of what you've pasted to include your information: First name, last name, title, office or department, address, phone number, fax number and email address.
- 9. Review your signature for accuracy.
- 10. Click "Save" when done editing.

1	11. Select the name
Signatures and Stationery	of your new
10. Click "Save" when done editing	signature from the "New Messages"
Choose default signature	drop down box.
Visual Identity E-mail account: stuckeyj@winthrop.edu	•
New messages: Visual Identity	
Replies/forwards: (none)	
7. Paste template here.	
8. Edit the text to <u>New Save</u> <u>Rename</u>	
include your	
information. Body) V 11 V B I U Automatic V E = E Business Card A S	
First I. Last Name	
Winthrop University	
Address	
Rock Hill, SC 29733	
803/323-0000	
803/323-0000 (FAX)	
emailaddress@winthrop.edu	
OK Cancel	

- 11. In the upper right corner of the dialog box, select the name of your new signature from the drop down box labeled "New Messages." You may also select your new signature in the drop down box labeled "Replies/Forwards."
- 12. Click "OK."