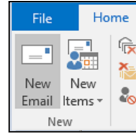
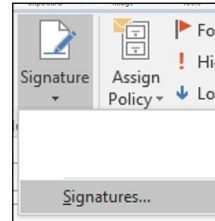


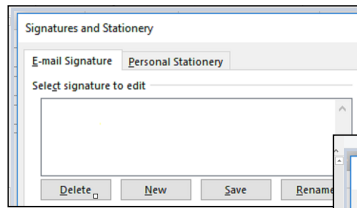
1. Open the Outlook 2016 program on your computer.
2. Log in to your Microsoft 2016 account using your district credentials.
3. Select New Email in top banner tools.



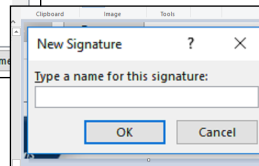
4. Select Signature drop down list and select Signatures.



5. Select New.

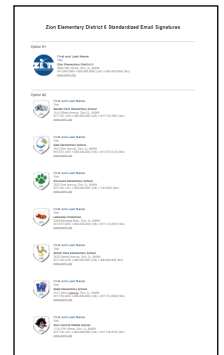


6. Name your signature. (i.e. <first name>)



7. Open the Google file **ZESD Standardized Email Signatures**, located in Google forms, or go to the Communications Dept. webpage under the About US section on the district webpage. Further navigate to the Communications Guidelines section within the Communications Dept. webpage.

[http://www.zion6.org/about\\_us/departments/communications/school\\_communications\\_toolkit/email\\_signatures/](http://www.zion6.org/about_us/departments/communications/school_communications_toolkit/email_signatures/)



8. Highlight and copy the appropriate email signature template.



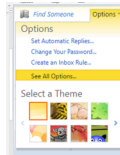
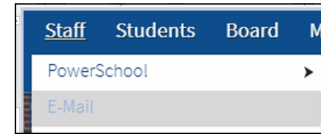
9. Paste template into bottom field. Highlight text in each line *separately* to edit the template content to reflect your customized email information.

Annotations for step 9:

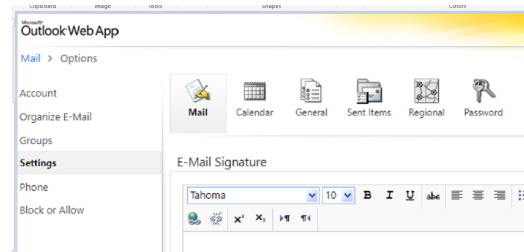
- Add you district email account.
- Add the name of your new signature.
- Select OK.

# WebMail Set Up in Outlook 2016

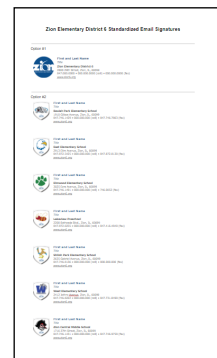
1. Open webmail from the district/school website main page, under staff.
2. Log in to your Microsoft 2016 account using your district credentials.
3. Select Option in the top right corner. Select See All Options.



4. Select Setting on left panel.



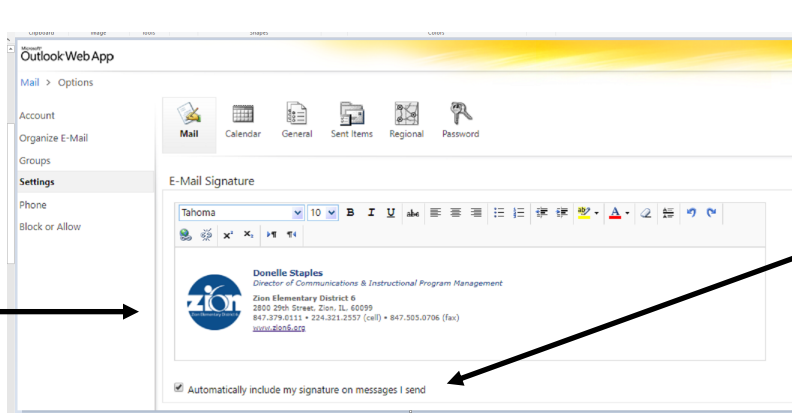
5. Open the Google file **ZESD Standardized Email Signatures**, located in Google forms, or go to the Communications Dept. webpage under the About US section on the district webpage. Further navigate to the Communications Guidelines section within the Communications Dept. webpage.  
[http://www.zion6.org/about\\_us/departments/communications/school\\_communications\\_toolkit/email\\_signatures/](http://www.zion6.org/about_us/departments/communications/school_communications_toolkit/email_signatures/)



6. Highlight and copy the appropriate email signature template.



7. Paste template into bottom field. Highlight text in each line *separately* to edit the template content to reflect your customized email information.



Check **Automatically include my signature of messages I send.**

8. Select account to close window. You will be prompted to save your changes.

