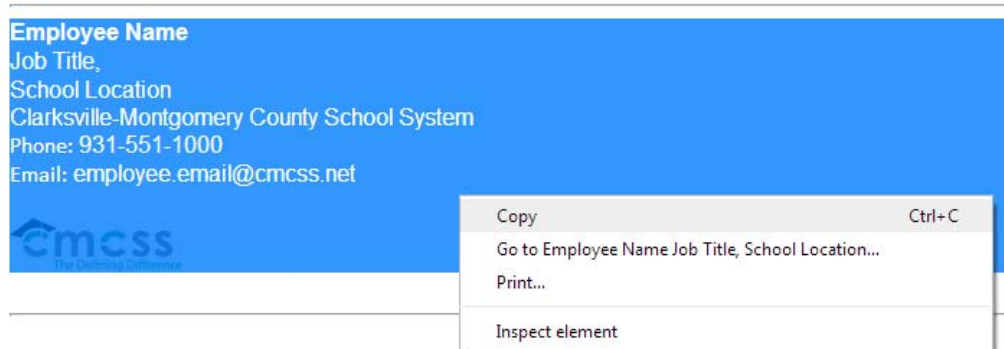


## USING THE CMCSS CUSTOM EMAIL SIGNATURE, PC USERS

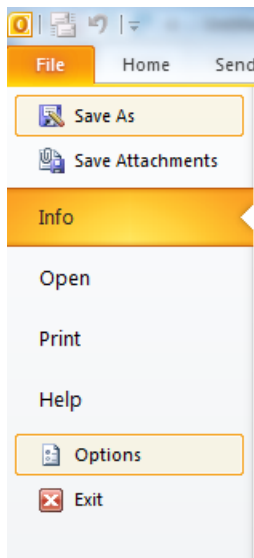
After creating the custom signature through the online form located on the district website

(<http://www.cmcss.net/departments/communications/signature.aspx>)

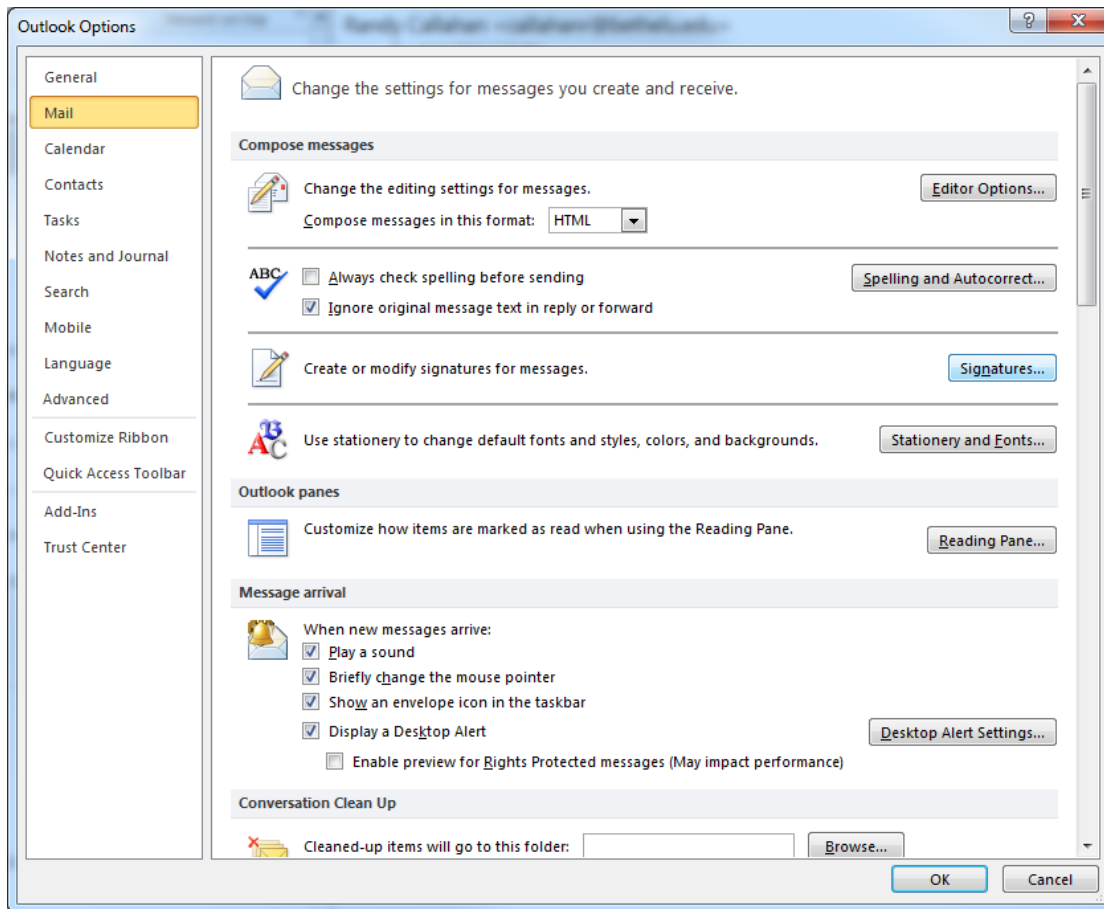
highlight the area between the green lines (do not include the lines) and copy the image by right-clicking your mouse and selecting "Copy"...



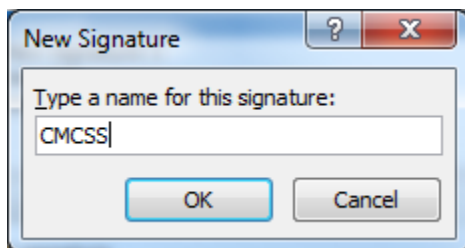
In Microsoft Outlook, select File, then Options:



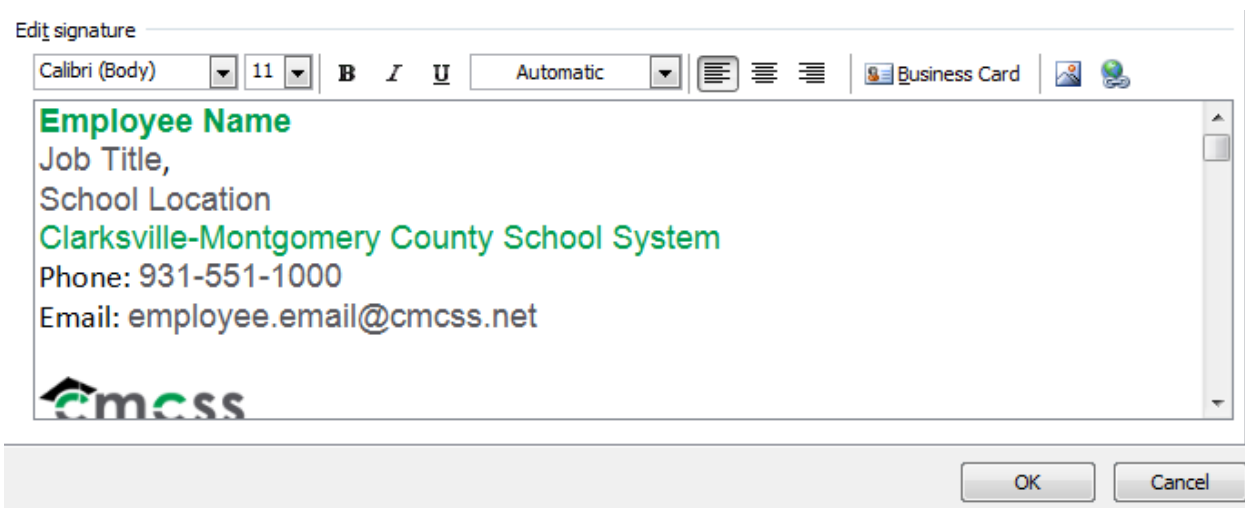
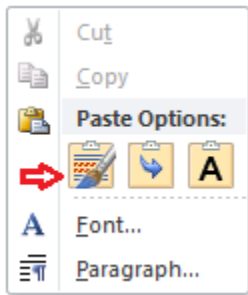
Select "Mail" in the left side menu, then click the "Signatures" button:



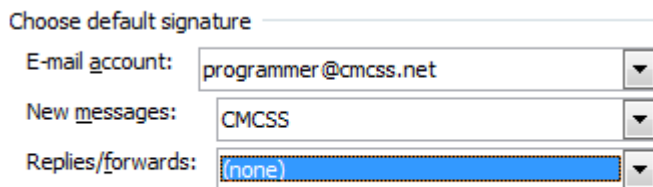
Click the "New" button, then type a name for your new signature (i.e. "CMCSS")



In the blank text box under “Edit signature”, click once in the text area, then right-click and select “Keep Source Formatting” under the “Paste Options” section:



In the area labeled “Choose Default Signature”, make sure your email address is listed in the “E-mail account” field, and select your new signature under the “New messages” field.



(If you wish, you can also list it under the “Replies/forwards” area as well in order to automatically include your new signature for those types of messages, or add them manually as needed when replying to a message by selecting “Insert”, then “Signatures”, then your new signature. Conservative use of the signature when replying to emails or sending them to another district employee will save on server space and network traffic).

Click OK when done. Your new signature will appear automatically on new email messages.