

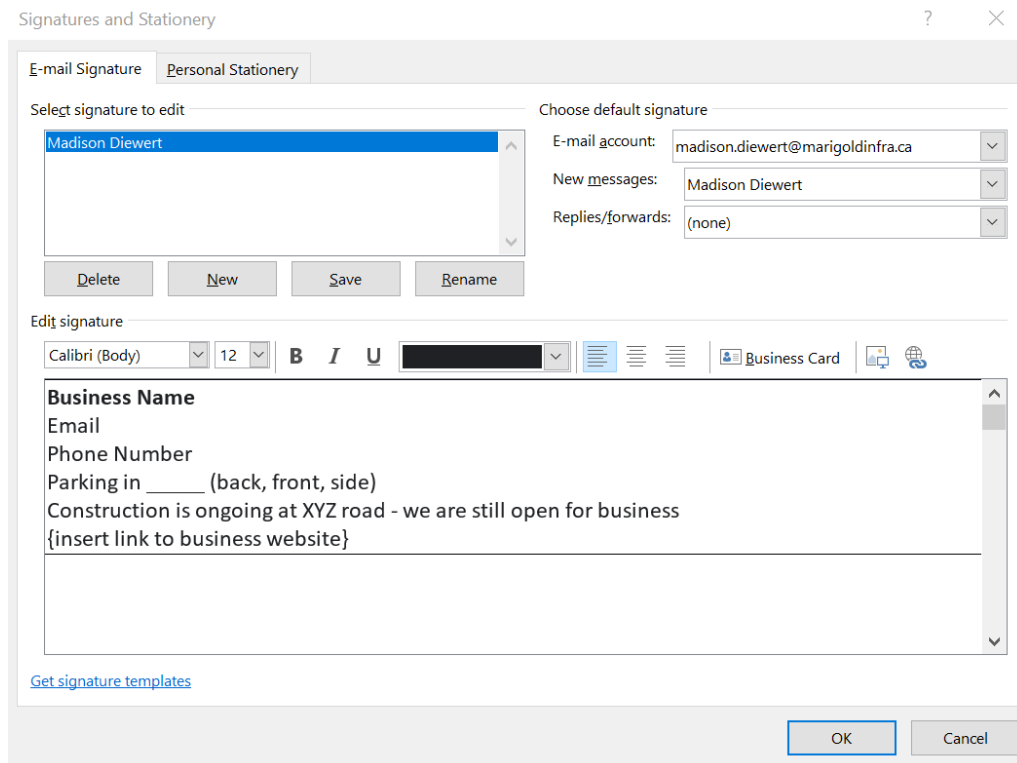
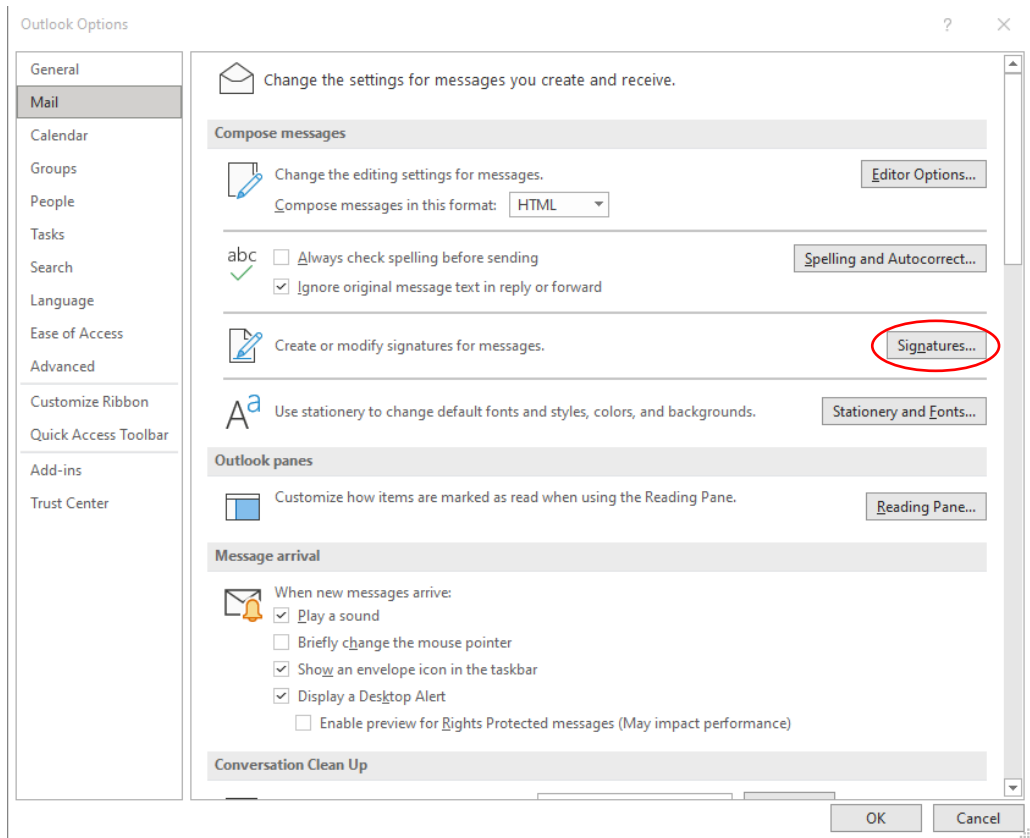


How to Update Email Signatures in Outlook

1. Once in outlook, go to File → Options → Mail → Signatures

The screenshot displays the Outlook 'Account Information' settings page. On the left, a blue sidebar contains navigation options: 'Info', 'Open & Export', 'Save As', 'Save Attachments', 'Print', 'Office Account', 'Feedback', 'Options' (circled in red), and 'Exit'. The main content area is titled 'Account Information' and lists several settings categories:

- Add Account**: A button to add a new account.
- Account Settings**: Change settings for this account or set up more connections. Includes a link to 'Access this account on the web' with the URL <https://outlook.office365.com/owa/colas.com/>.
- 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 email messages.
- Mailbox Settings**: Manage the size of your mailbox by emptying Deleted Items and archiving. A progress bar shows 98.2 GB free of 99 GB.
- Rules and Alerts**: Use Rules and Alerts to help organize your incoming email messages, and receive updates when items are added, changed, or removed.
- Slow and Disabled COM Add-ins**: Manage COM add-ins that are affecting your Outlook experience.
- Manage Add-ins**: Manage and acquire Web Add-ins for Outlook.





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2. We have created the following template; however, feel free to adjust to your company's preferences. Edit your signature.

Business Name

Email

Phone Number

Parking in _____ (back, front, side)

Construction is ongoing at XYZ road - we are still open for business

{insert link to business website}