

Office of Information Technology



Hints & Tips

Email signature for webmail:

Log on to your Webmail account
<https://webmail.lincolnu.edu> or



1. Open "Options"
2. Choose "Messaging" from the Options menu
3. Build your "E-mail Signature"
4. Attach to all outgoing messages
5. "SAVE"



Options

Save

Regional Settings

Messaging

Spelling

Calendar Options

Out of Office Assistant

Rules

E-Mail Security

Junk E-Mail

Change Password

General Settings

Deleted Items

Mobile Devices

About

Number of items to display per page: 50

2. Moving or deleting an item: [] up on the next item

3. Play a sound when new items arrive

Display a notification when new e-mail items arrive

Display a notification when new voice mail items arrive

Display a notification when new fax items arrive

4. E-mail Signature

Tahoma 10 B I U

5. Mark Heckman

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Lincoln University, Office of Information Technology
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Automatically include my signature on outgoing messages