

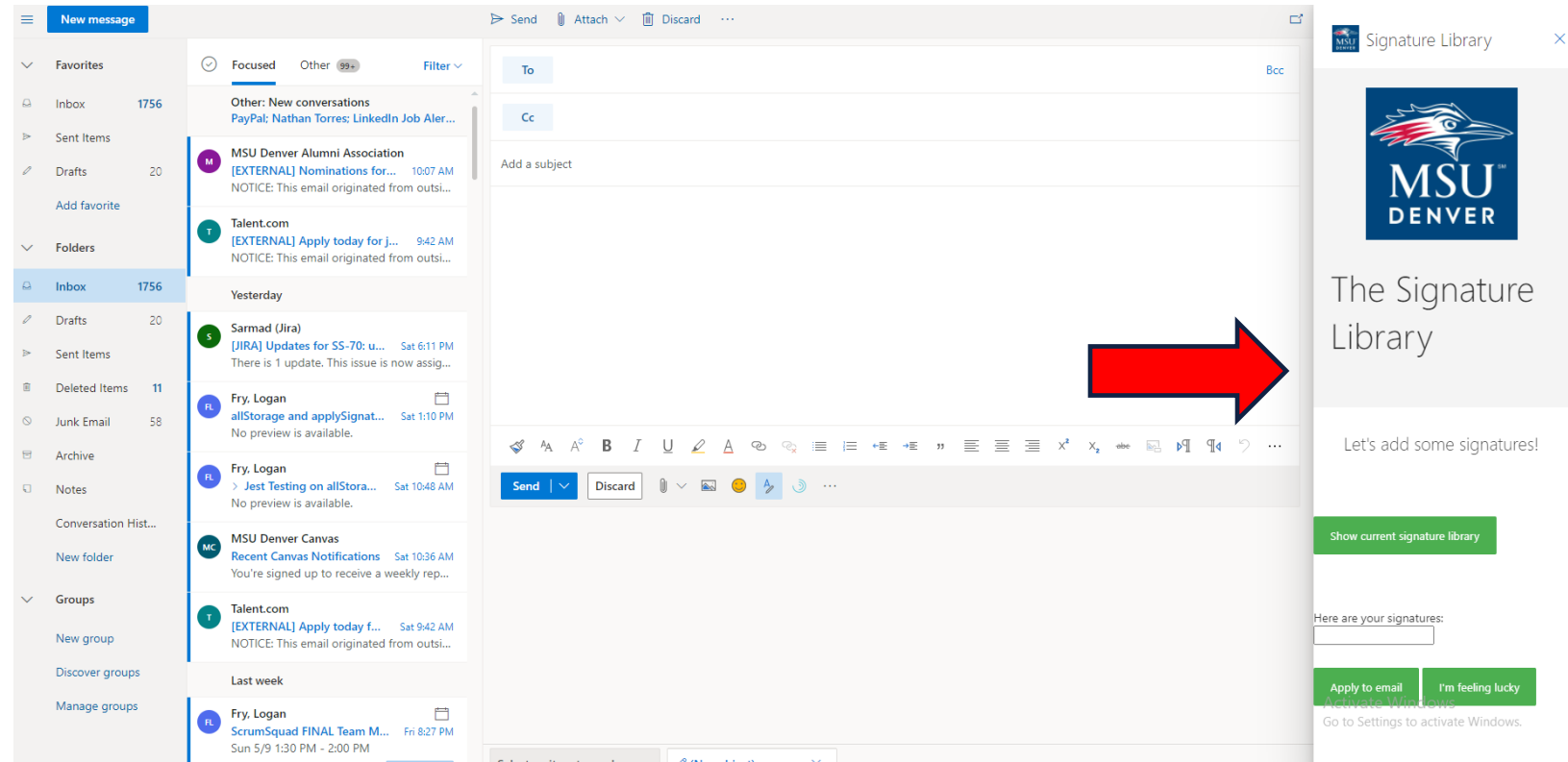


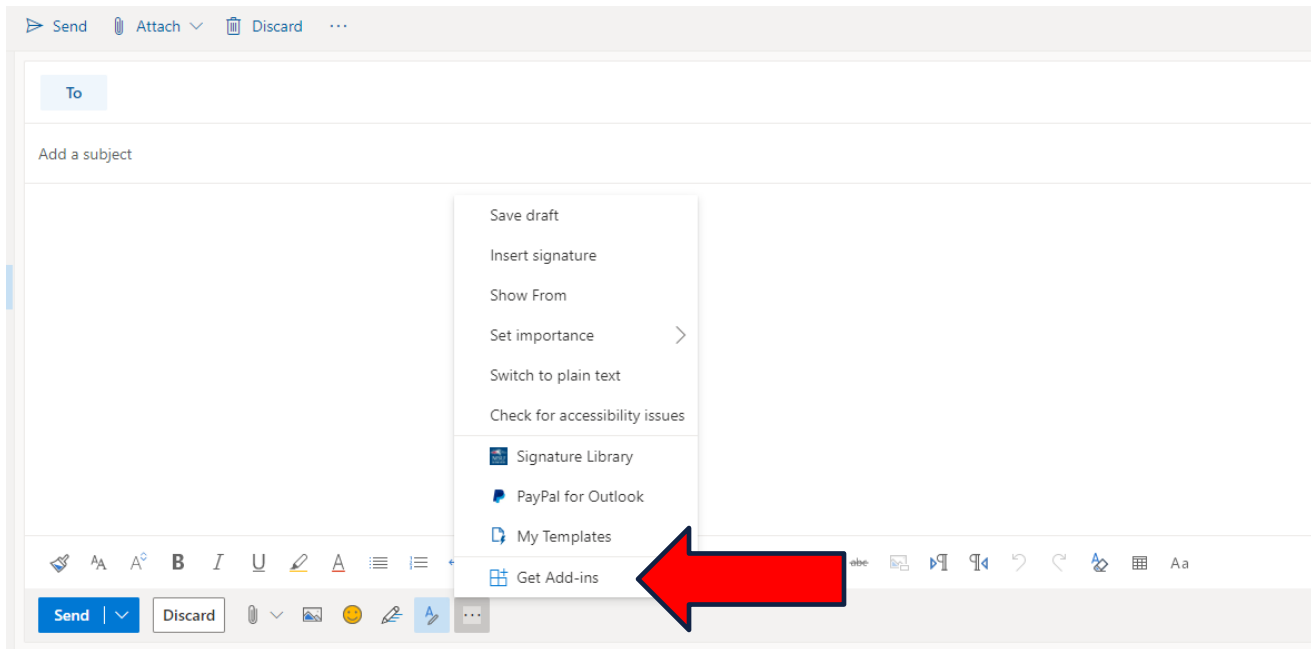
# OUTLOOK USER GUIDELINES:

SIGNATURE LIBRARY EXTENSION

# CREATE AND USE SIGNATURES ACROSS OUTLOOK MAIL

- Utilizing the extension on the righthand side, you can create, save, and use signatures of your choice. You also have the ability to randomize a signature, or remove any unnecessary signatures. These signatures will save on all outlook devices. The following slides will guide the installation process

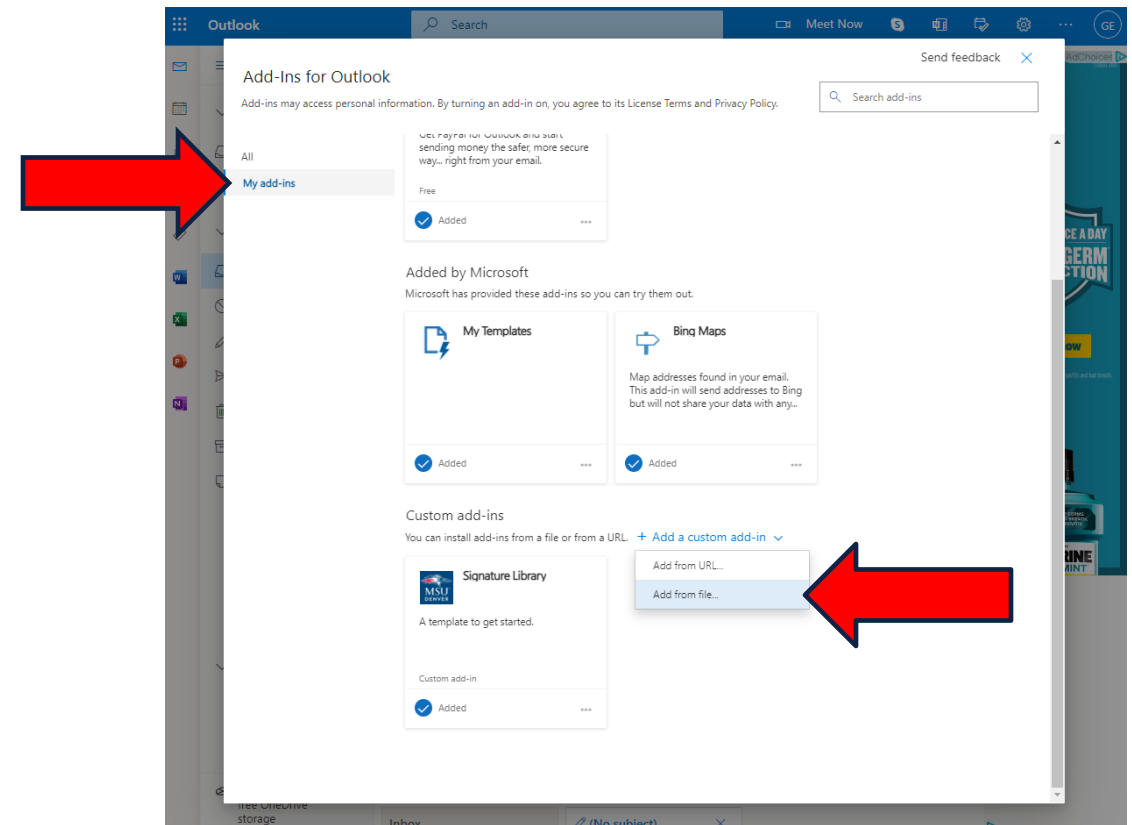
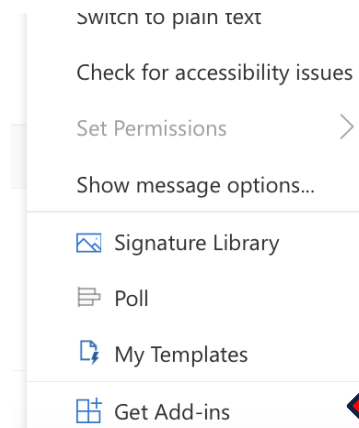




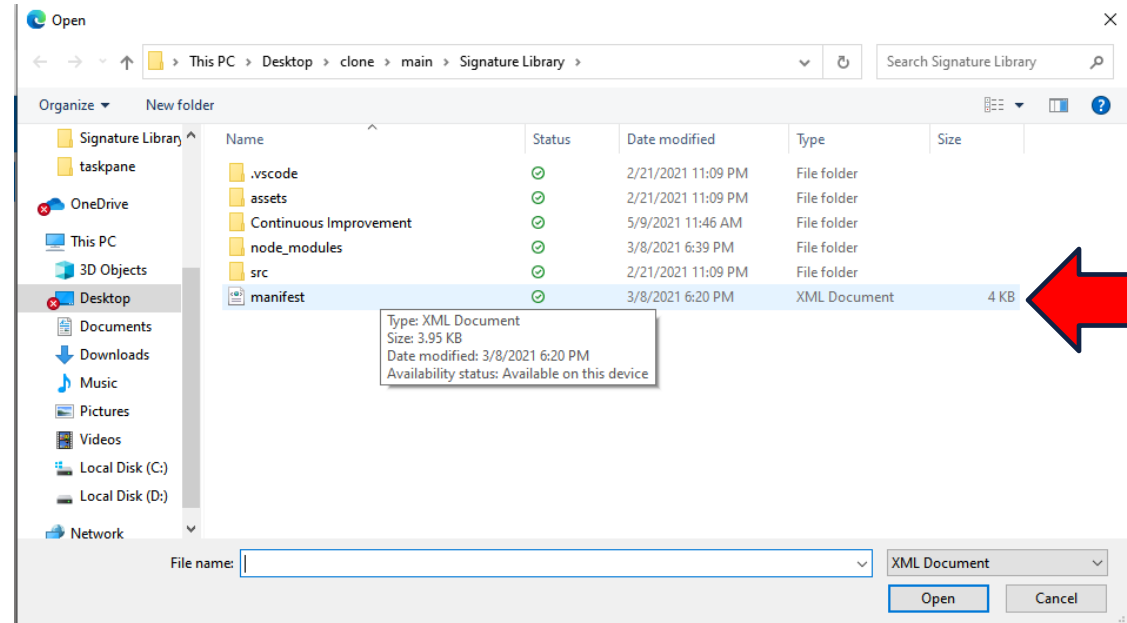
CLICK ON THE THREE  
DOTS TOWARD THE  
BOTTOM OF THE  
MESSAGE BOX.  
THEN CLICK ON "GET  
ADD-INS"

1. RETURN TO "GET ADD-INS"

2. CLICK MY ADD-INS ON THE LEFTHAND SIDE, THEN CLICK ADD FROM FILE




# CHOOSE THE MANIFEST FILE



## Custom add-ins

You can install add-ins from a file or from a URL. [+ Add a custom add-in](#)

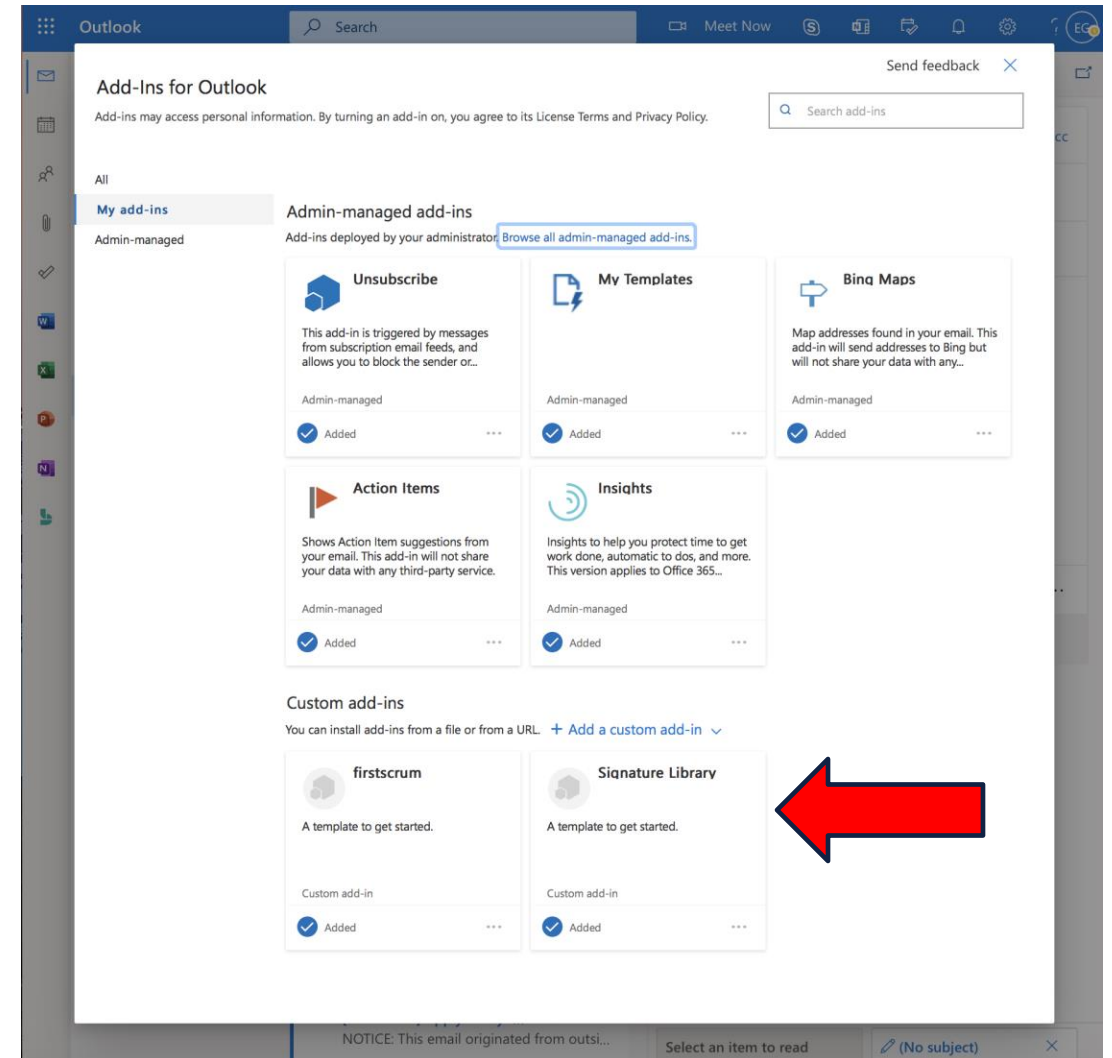
**Signature Library**

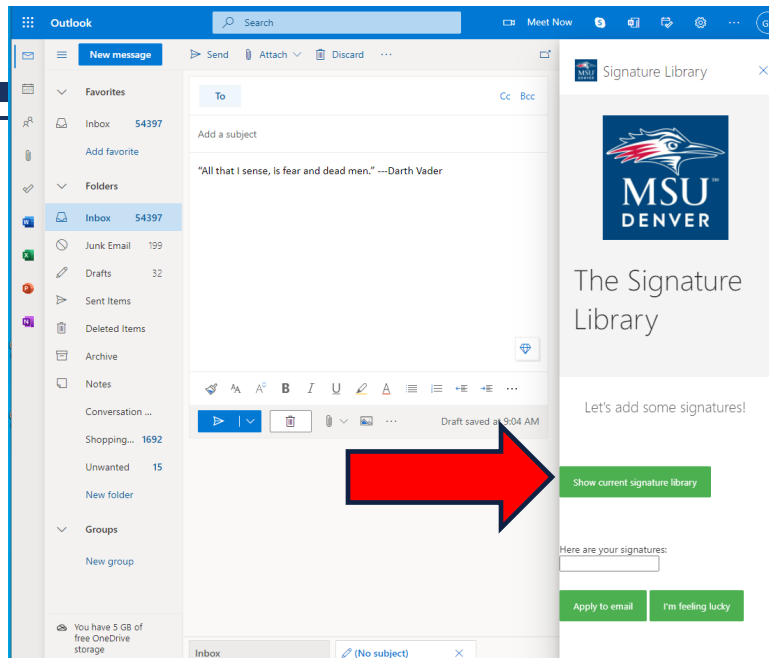
A template to get started.

Custom add-in

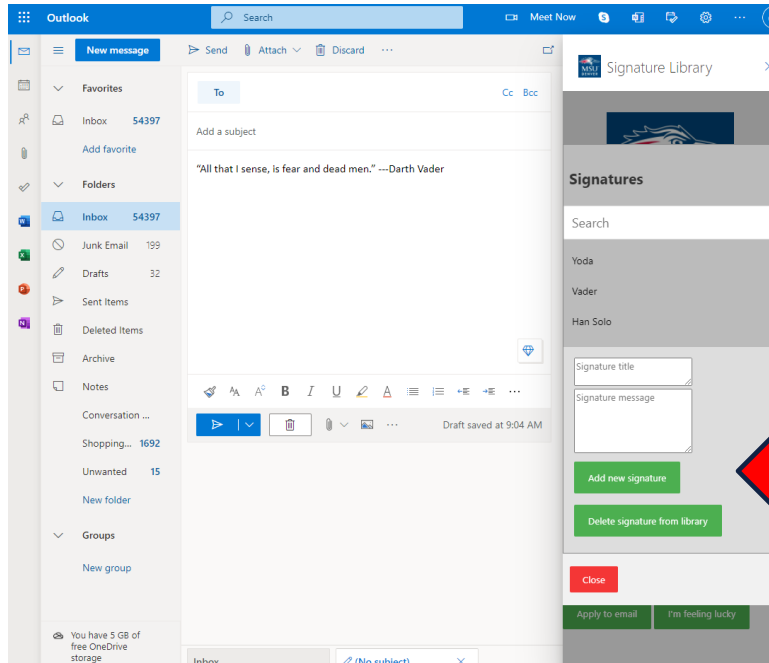
✓ Added

NOTICE THE  
"SIGNATURE  
LIBRARY" FEATURE IS  
READY TO USE

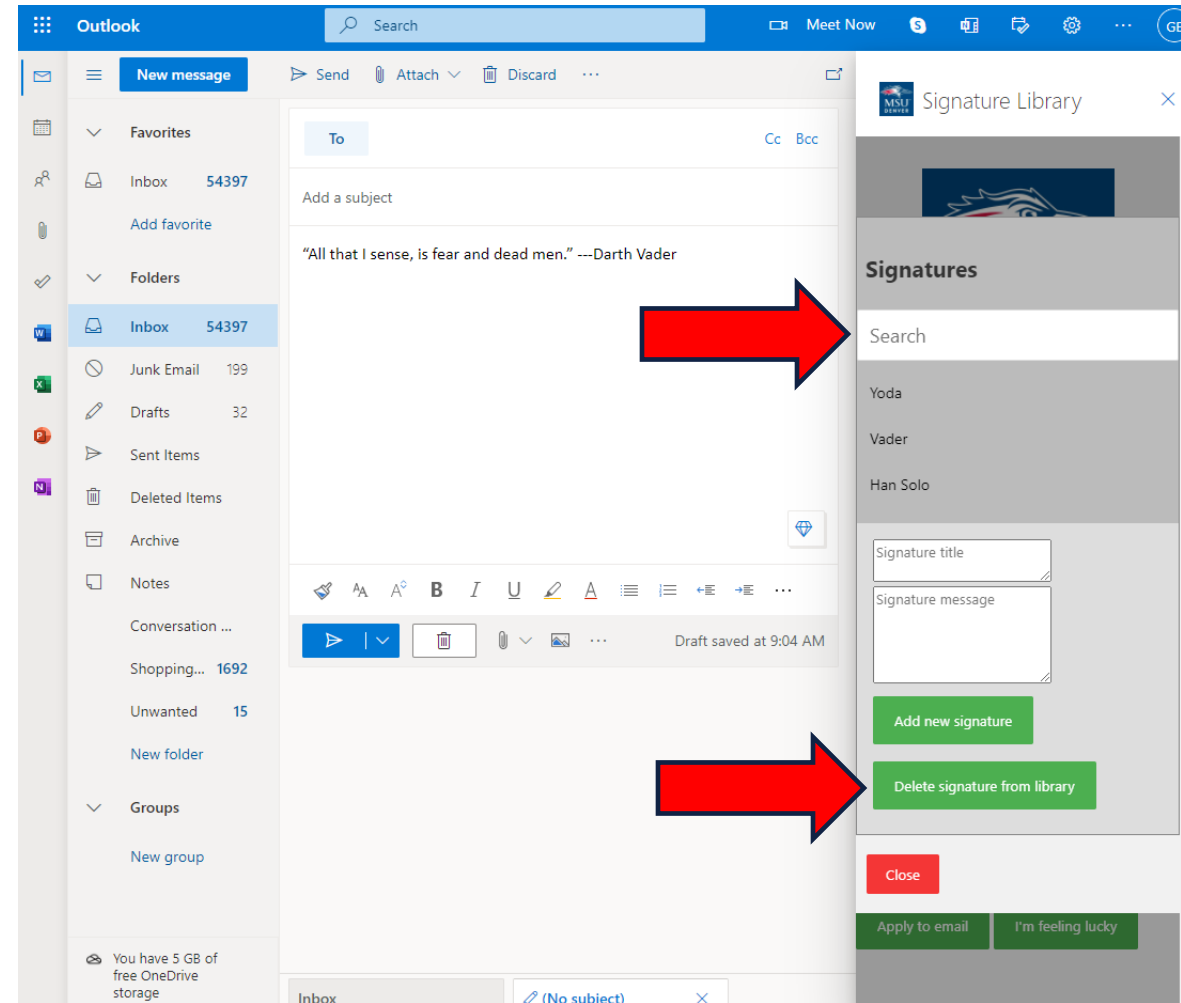




CREATE A SIGNATURE  
BY CLICKING "SHOW  
CURRENT SIGNATURE  
LIBRARY, TYPING A TITLE  
AND A MESSAGE, THEN  
PRESS ADD NEW  
SIGNATURE.



TO DELETE A SIGNATURE,  
SEARCH FOR A SIGNATURE  
IN THE SEARCH LIST, SELECT  
THE SIGNATURE, AND PRESS  
"DELETE SIGNATURE FROM  
LIBRARY"





ACCESS A  
SIGNATURE FROM  
THE "HERE ARE  
YOUR  
SIGNATURES"  
DROP LIST, THEN  
CLICK APPLY TO  
EMAIL TO APPEND  
THE MESSAGE.

The screenshot shows the Outlook 'New message' interface. On the left is the navigation pane with folders like Favorites, Inbox (54397), Junk Email (199), Drafts (32), Sent Items, Deleted Items, Archive, Notes, Conversation..., Shopping... (1692), Unwanted (15), and Groups. The main area shows a new message being composed with a subject line 'Add a subject' and a body containing the text 'The greatest teacher, failure is.' ---Yoda. A dropdown menu is open, displaying the 'Signature Library' with the MSU Denver logo and the text 'The Signature Library'. Below this, it says 'Let's add some signatures!' and has a green button 'Show current signature library'. Underneath, it says 'Here are your signatures:' and lists 'Yoda' in a text box. At the bottom of the dropdown are two green buttons: 'Apply to email' and 'I'm feeling lucky'. A large red arrow points to the 'Apply to email' button.

New message

Send Attach Discard

To Cc Bcc

Add a subject

"The greatest teacher, failure is." ---Yoda

MSU DENVER

The Signature Library

Let's add some signatures!

Show current signature library

Here are your signatures:

Yoda

Apply to email I'm feeling lucky

BY PRESSING "I'M  
FEELING LUCKY", A  
RANDOM  
SIGNATURE FROM  
YOUR LIST WILL BE  
ASSIGNED TO  
YOUR EMAIL

