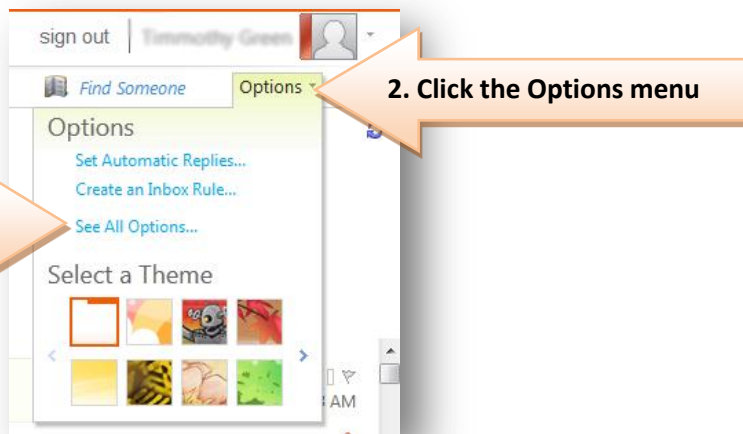


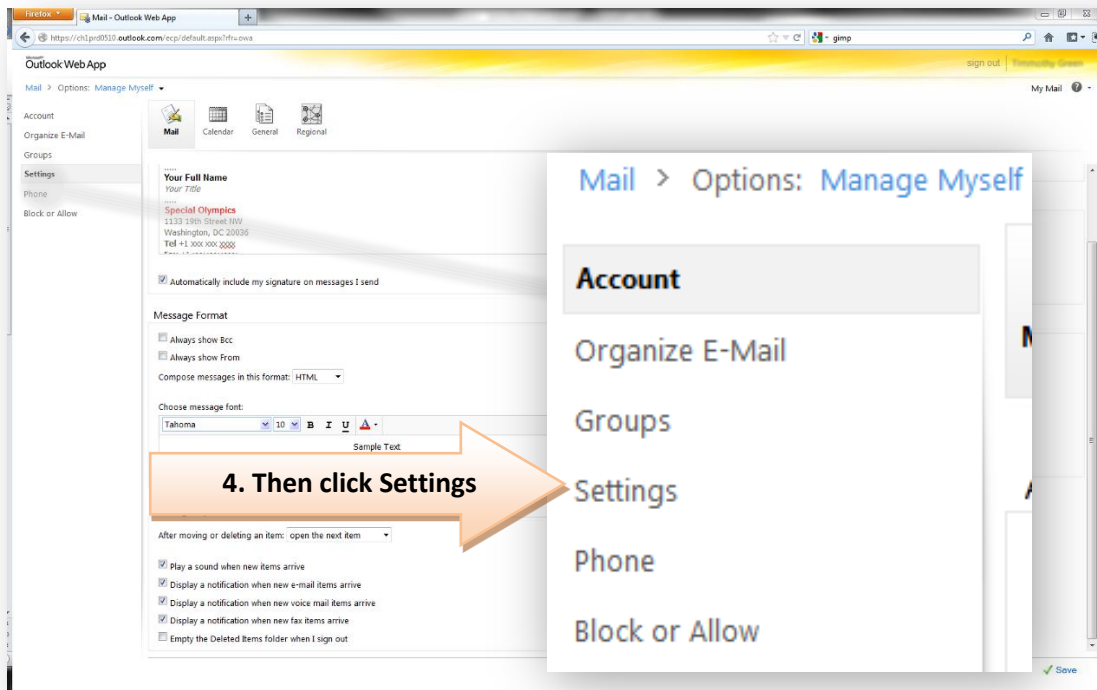
# SOI Outlook Web Access Signature Instructions

.....  
**Your Name Here**  
*Your Title Here*

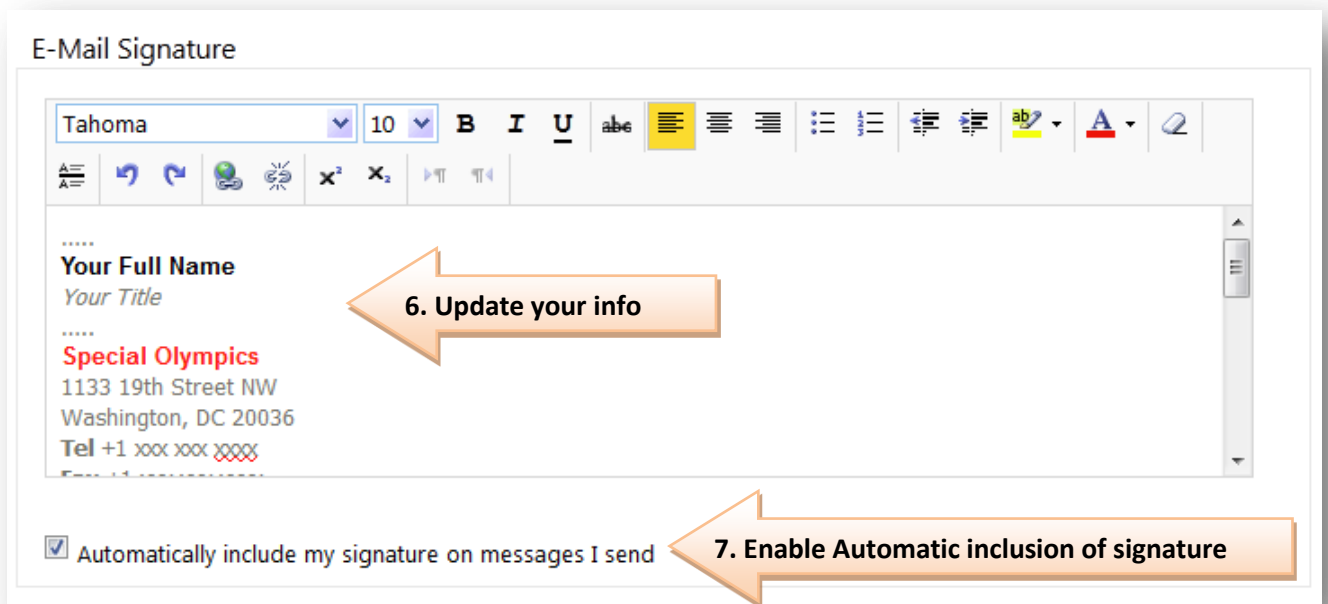
.....  
**Special Olympics**  
1133 19th Street NW  
Washington DC, 20036  
**Tel** +1 202 XXX XXXX  
**Mobile** +1 XXX XXX XXXX  
**Email** [you@SpecialOlympics.org](mailto:you@SpecialOlympics.org)  
.....  
[www.SpecialOlympics.org](http://www.SpecialOlympics.org)  
.....

1. Select the signature block above and press CTRL+C to copy to clipboard.





5. Click in the signature block and press CTRL+A then CTRL+V to paste from the clipboard.



Firefox Mail - Outlook Web App  
https://ch1pr0511.outlook.com/ncp/default.aspx?itza=owa

Outlook Web App sign out | Personality Green My Mail

Mail > Options: Manage Myself

Account  
Organize E-Mail  
Groups  
Settings  
Phone  
Block or Allow

Mail Calendar General Regional

Your Full Name  
Your Title  
Special Olympics  
1133 19th Street NW  
Washington, DC 20036  
Tel +1.300.300.0000

Automatically include my signature on messages I send

Message Format  
 Always show Bcc  
 Always show From  
Compose messages in this format: HTML

Choose message font:  
Tahoma

Message Options  
After moving or deleting an item: open the next item

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  
 Empty the Deleted Items folder when I sign out

Never send a response

Reading Pane  
Choose when items should be marked as Read.  
 Mark the item displayed in the Reading Pane as Read  
Wait 5 seconds before marking the item as Read  
 Mark the item as Read when the selection changes  
 Don't automatically mark items as Read

Conversations  
Sort messages in the conversation Reading Pane in this order:  
 Newest message on top  
 Newest message on bottom

Choose how to sort the messages in List View in an expanded conversation.  
of the Reading Pane  
n tree

8. Click Save

Save

Save