SOI Outlook Signature Instructions for Regional Staff

Your Name Here

Special Olympics

1133 19th Street NW Washington DC, 20036 Tel +1 202 XXX XXXX Mobile +1 XXX XXX XXXX Email you@SpecialOlympics.org

www.SpecialOlympics.org

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



6. If you do not already have a signature configured proceed to Step 7. If you already have a signature configured you can skip ahead to Step 10.

Signatures and Stationery	8 X
Select signature to edit Choose E-mail	default signature account: tgreen@specialolympics.org
New <u>m</u> Replies	essages: (none)
T. Click New New Say Edit sig ettre Calibri (Body) ↓ 11 ♥ B J. Click OK OK	8. Enter a name for the signature
	OK Cancel

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	E-mail Signature Personal Stationery
	Select signature to edit Choose default signature
	SOI-Signature E-mail account: Isnyder@specialolympics.org
	New messages: (none)
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10. Click, then press CTRL+A, then CTRL+V	Your Name Here
	Your Title Here
	Special Olympics
	1133 19th Street NW Washington, DC 20036
	Tel +1 202 XXX XXXX
11 Undate your info	Mobile +1 XXX XXX XXXX
11. Opdate your mild	Email you@specialolympics.org
	OK Cancel
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