

If you want to use Outlook instead of logging in online to check your email, do the following:

Click the blue Outlook icon on the taskbar with the O

Click Next – Next – Fill in your info

Name – email address – password x2

Click Next – it will now configure your email and start downloading your current email and folders

You should get 3 or 4 green checkmarks to show that the stages were successful

You should be prompted for your password one more time and given the option to save it or not

After configuring and opening Outlook – click New Email

Click Signatures – Signatures – New – Create your email signature in the bottom box

Click Save – Choose your new signature from the dropdown on the right next to New Messages - You may also choose to use it for Replies/Forwards or created a separate signature for that (it is your preference)

You can get the RESA 8 logo from the www.resa8.org website under Programs – IT Support – Office 365 Information – just right click on the image and copy it – you can paste it into the create signature box and resize it