Instructions for setting up Your Email Signature

Topics included:

Desktop App

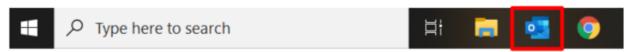
Required

Web App Required Phone or iPad App
Optional

Outlook Desktop App

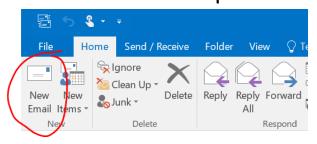
This section applies only for NISD-issued staff laptops; for paraprofessionals who were issued a Chromebook, proceed to the next section below (Web App).

1. To open the Outlook Desktop App, click on the Outlook Icon in the computer taskbar.

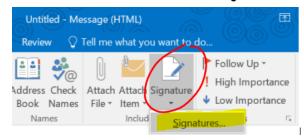


To set your email signature:

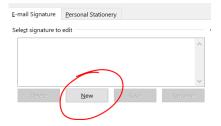
2. Select New Email in the top left corner.



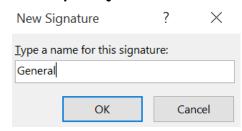
3. Within that new email, select Signatures.



4. Select New



5. Name your signature. No one sees this but you.



6. Use the following as a template for some essential components in your email signature.



Signature examples:



Paige Cantrell
Principal
Medlin Middle School
817-215-0500
pcantrell@nisdtx.org

Rebecca Warnick EDLE-MED

BNHS ESL & Dyslexia Coordinator and Intervention Specialist

ESOL I & II and Reading I, II, & III

Byron Nelson High School

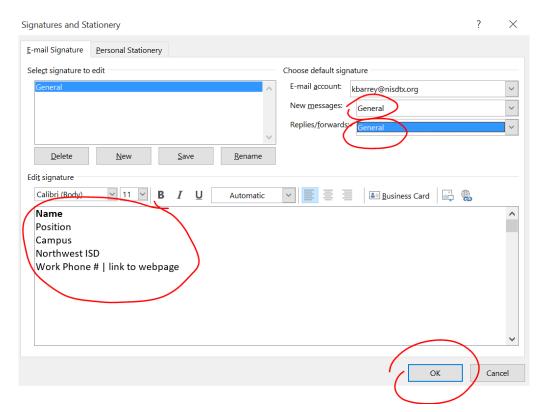
Room: AC-319 Phone: 817-698-5753 rwarnick@nisdtx.org

Natalie Moeckel Eaton High School

Business/Marketing Education Video Announcements Coordinator nmoeckel@nisdtx.org

Tutorials - Tuesday and Wednesday 8am to 8:30am

7. Select the name of your email signature to be used for BOTH new messages and replies/forwards.



8. Press "OK." Close the New Email window previously opened, then click "New Email" again; you should now see your new email signature appearing.





You can also access school email via the web from any device by utilizing the Outlook Web App.

- 1. Go to portal nisdtx.org
- 2. Select Outlook Web App
- 3. Log in using NISD credentials

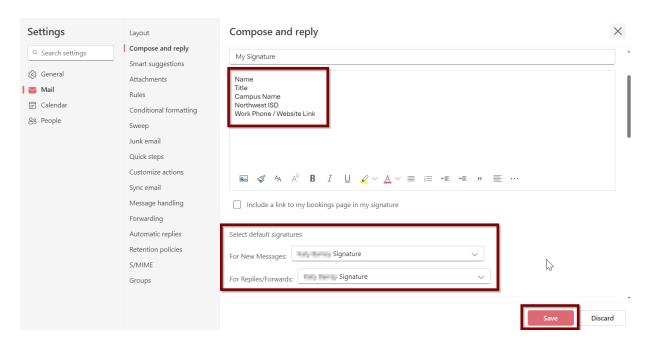


^{**}You can also access the Outlook Web App directly by navigating to owa.nisdtx.org

4. Click the Settings wheel in the top right corner, and search for email signature.



5. Copy and paste your existing signature into the text box.



6. Select your

signature to display for both "New Messages" and "Replies/Forwards." Click Save when done.



If you'd like mobile access to your email, use the following instructions to get your NISD email connected on your iPad, iPhone, or Android.

Instructions for adding NISD Email to iPhone or iPad

Instructions for adding NISD Email to
Android Phones