

TITEB STAFF SIGNATURE BLOCK SET UP

STEP 1: Open a new email 💁 🛱 🍤 🕫 Inbox - Hannah@titeb.com - Outlook HOME SEND / RECEIVE FOLDER VIEW 🕞 Ignore 📁 Invoices - Hann... 乌 To Manager Search People Meeting 🍋 Clean Up 🔻 🖃 Team Email ✓ Done Address Book Reply Reply Forward more -New New Delete Move Rules Unread/ Categorize Follow Store 🗣 Reply & Delete 🛛 🦻 Create New Ŧ allow Junk 🛪 Filter Email • Email Items -Read All Up -Quick Steps New Delete Respond E. Move Tags Find Add-ins < Undeliverable: RE: email Search Current Mailbox (Ctrl+E) 🔎 🛛 Current Mailbox 👻 Favorites E 🛛 5 🕈 1 - ↓ - ∓ ? 🗹 – 🗆 🗙 Untitled - Message (HTML) ▲ Hannah@titeb.com MESSAGE INSERT OPTIONS FORMAT TEXT REVIEW ▲ Inbox Attach File Follow Up alle a Ж 2 2 . - 11 - A P. Lż ne b Staff Media Consent Forms 6 Attach Item High Importance Address Check View Paste В <u>I U</u> ª⊻ - А Zoom Invoices -S'🎽 Signature 🔻 ow Importance Book Names Templates Payslips 👗 for n Names 🖫 Zoom My Templates Clipboard 🗔 Basic Text Hannah Tags PO STEP 2: Click signature ITsupport Timesheets From + hannah@titeb.com then select signatures exc Reception Others ī — • То... Drafts **Tiwi Times** Send Outbox Travel Cc... Sent Items Signatures... Bcc... Deleted Items 11 Subject Junk Email Archive . Conversation History **RSS Subscriptions** .outlc Kind regards, Search Folders Hannah Morais Executive & Administration Officer ▲ reception@titeb.com Tiwi Islands Training & Employment Board (Darwin) Adve ▷ Inbox Phone: (08) 8941 5988 | Mobile: 0419 410 607 Drafts E-mail: hannah@titeb.com | Website: www.titeb.com.au Sent It

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STEP 5: Make sure you	ı set it	-	n
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Notice: The information contained in this email message and any attached files may be confidential information, and may also be the subject of legal pr	ofessiona	I privilege.	-
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