



TITEB STAFF SIGNATURE BLOCK SET UP

STEP 1: Open a new email

The screenshot displays the Microsoft Outlook interface. The 'FILE' tab is active, and the 'New Email' button is circled in red. The 'MESSAGE' tab is also active, and the 'Signature' dropdown menu is circled in purple, showing a list of signatures including 'Hannah', 'ITsupport', 'Reception', 'Tiwi Times', 'Travel', and 'Signatures...'. The email body contains the following text:

Kind regards,
Hannah Morais
Executive & Administration Officer
Tiwi Islands Training & Employment Board (Darwin)
Phone: (08) 8941 5988 | Mobile: 0419 410 607
E-mail: hannah@titeb.com | Website: www.titeb.com.au

STEP 2: Click signature then select signatures

Untitled - Message (HTML)

FILE MESSAGE INSERT OPTIONS FORMAT TEXT REVIEW

Signatures and Stationery

E-mail Signature Personal Stationery

Select signature to edit

- Hannah
- ITsupport
- Reception
- Tiwi Times
- Travel

Choose default signature

E-mail account: hannah@titeb.com

New messages: Hannah



Replies/forwards: Hannah

Delete New Save Rename

Edit signature

Calibri (Body) 12 B I U Business Card

Kind regards,
Hannah Morais
Executive & Administration Officer
Tiwi Islands Training & Employment Board (Darwin)
Phone: (08) 8941 5988 | Mobile: 0419 410 607
E-mail: hannah@titeb.com | Website: www.titeb.com.au



OK Cancel

STEP 5: Make sure you set it up for your New messages and Replies/forwards

STEP 6: Click Save to save the changes

STEP 4: Edit your signature block as per the standard TITEB template

Notice: The information contained in this email message and any attached files may be confidential information, and may also be the subject of legal professional privilege.

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