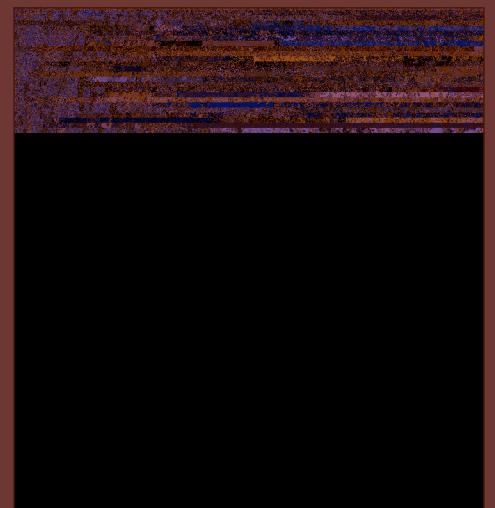




ADMINISTRATIVE
SERVICES

Office of Administrat



2020
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Logo Changes

Updating Email Signatures

1. Log into your email account
2. Click on the gear icon in the top right corner
3. Click on the "Settings" link
4. Click on the "Accounts" link
5. Click on the "Add Account" link
6. Select "Other" as the account type
7. Enter your email address and password
8. Click on the "Next Step" link
9. Click on the "Done" link

