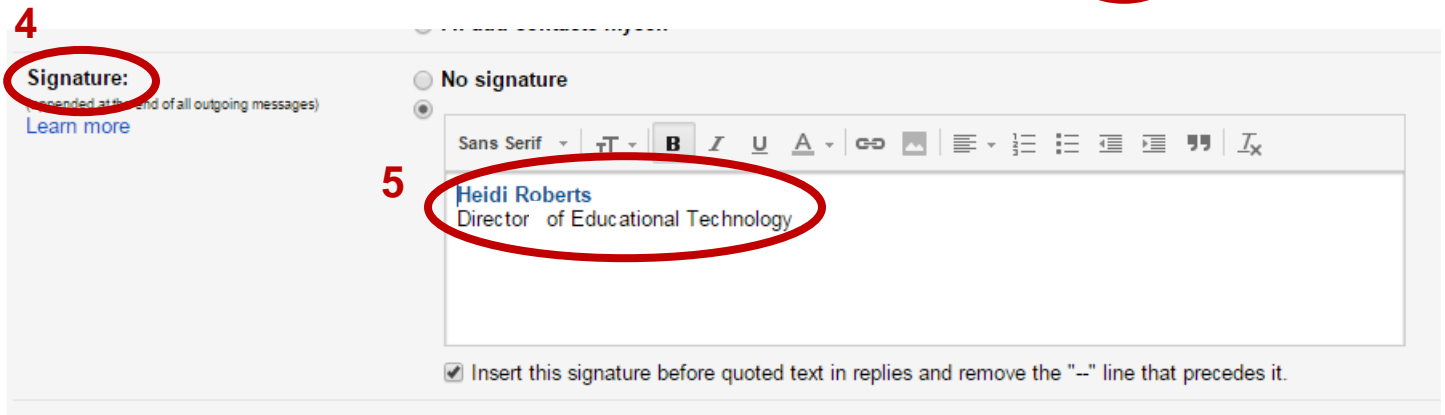
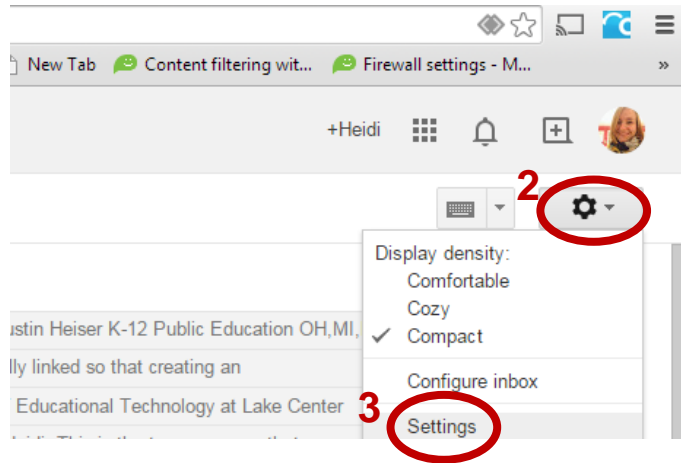
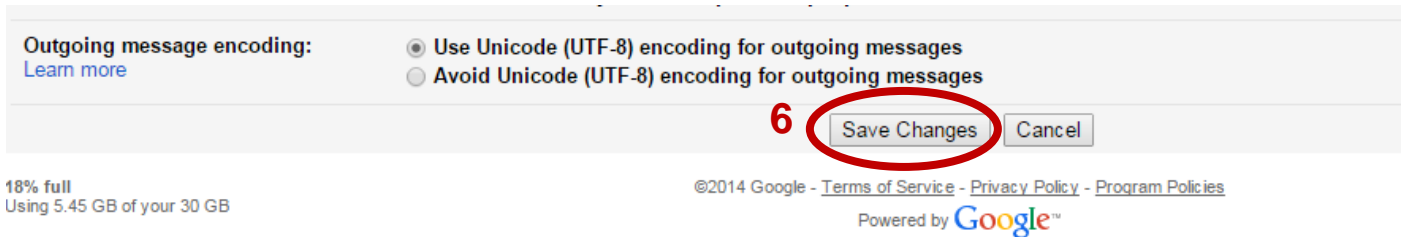


Creating Your Email Signature

1. Log in to your email.
2. Click the gear icon in the upper right corner.
3. Select **Settings** from the menu that drops down.
4. In the page that loads, scroll until you see the **Signature** option.
5. In the signature box, enter your full name and your position at LCCS (see example below).



6. Scroll to the bottom of the screen and click **Save Changes**.



When you send emails, the standardized portion of the signature will be added, resulting in the following:

Heidi Roberts
Director of Educational Technology
ext. 514



12893 Kaufman Ave NW
Hartsville, OH 44632
phone: (330) 877-2049
fax: (330) 877-2040
www.lccs.com

NOTICE:

The information contained in this transmission is confidential and/or legally privileged. It is intended only for the use of the individual or entity named above. If you are not the intended recipient, be aware that any disclosure, copying, distribution or use of this information is strictly prohibited. If you have received this electronic mail transmission in error, please delete it from your system without copying or forwarding it and notify us by telephone (330.877.2049) or by return electronic mail immediately (admin@lccs.com).