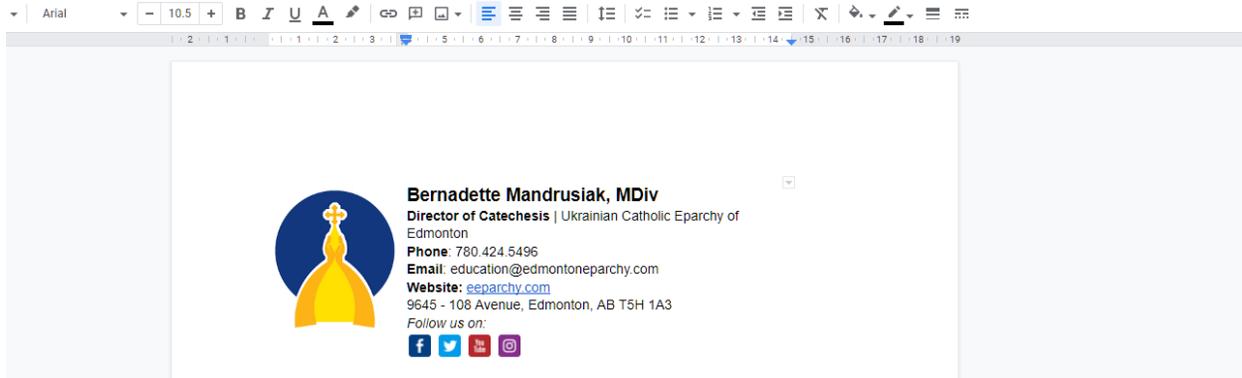


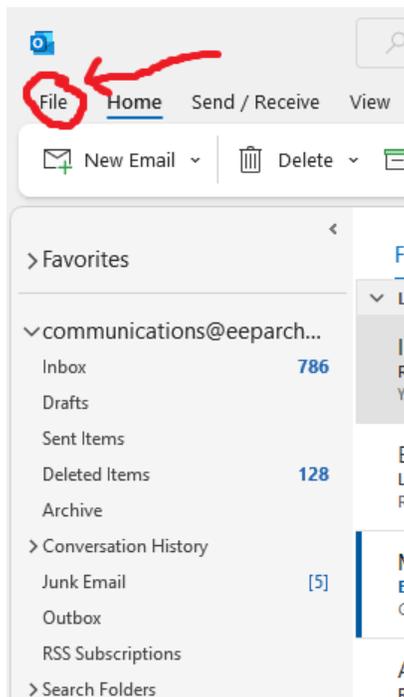


How to edit Eparchial Email Footer:

- 1) Edit the email footer template to all the correct contact information.



- 2) Enter your Outlook Email. Select the file tab.



3) Select the options tab.

Account Information

communications@eeparchy.com
Microsoft Exchange

+ Add Account

Account Settings

Change settings for this account or set up more connections.

- Access this account on the web.
<https://outlook.office365.com/owa/eeparchy.com/>
- [Get the Outlook app for iOS or Android.](#)

Automatic Replies (Out of Office)

Use automatic replies to notify others that you are out of office not available to respond to email messages.

Mailbox Settings

Manage the size of your mailbox by emptying Deleted Items:

46.5 GB free of 49.5 GB

Rules and Alerts

Use Rules and Alerts to help organize your incoming email updates when items are added, changed, or removed.

Slow and Disabled COM Add-ins

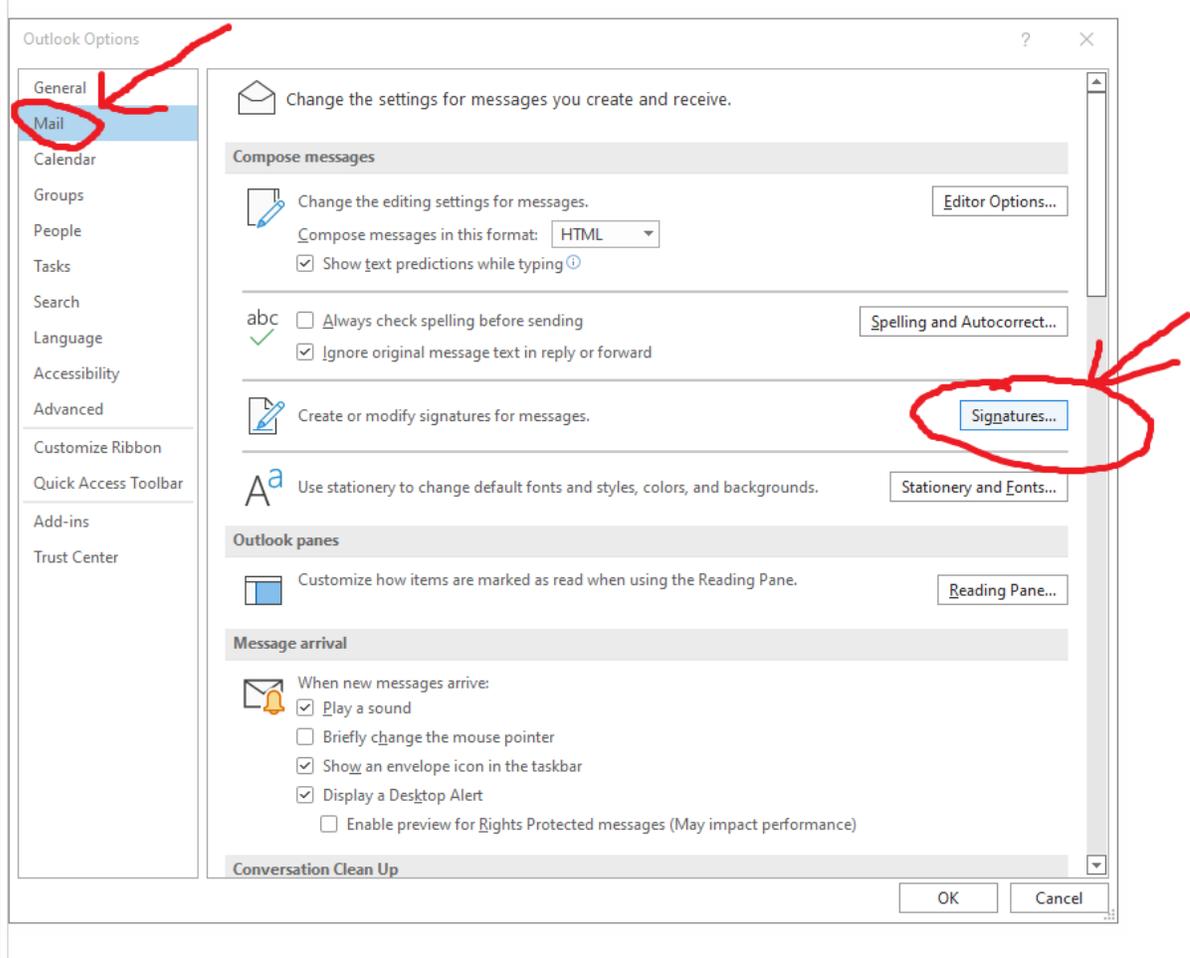
Manage COM add-ins that are affecting your Outlook experience.

Manage Add-ins

Manage and acquire Web Add-ins for Outlook.

Office Account
Feedback
Options
Exit

4) Select the mail tab and then select the signatures button.



5) Simply copy and paste the template into the signature box and press ok.

