Part A: Access **Office 365** and sign-in to your school account.
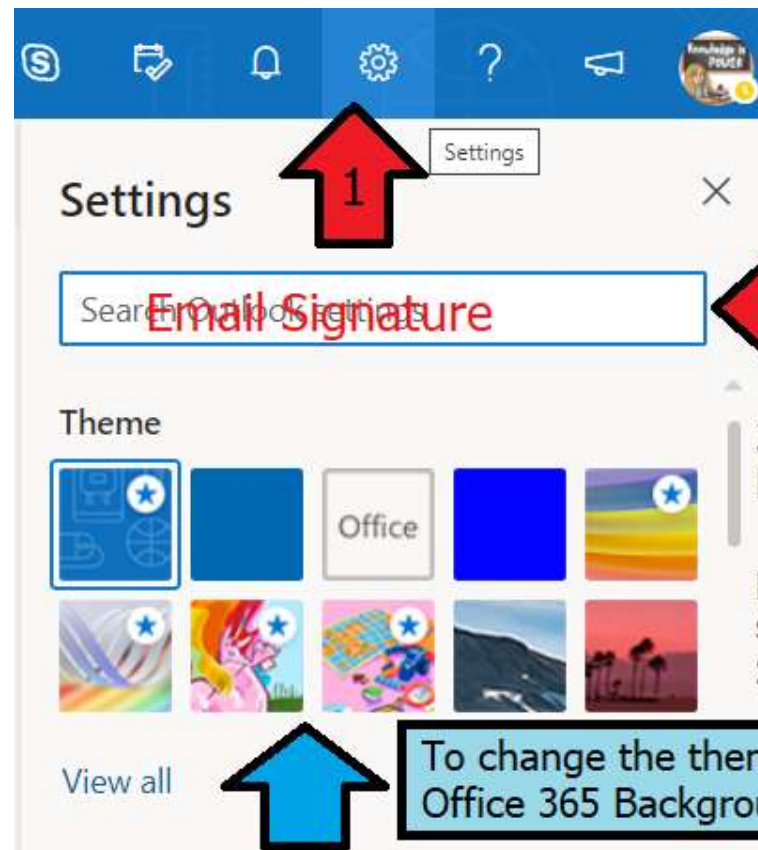
      a. Username: ID#@bpsma.org

      b. Password: birthday mm/dd/yy bps 20 21

Part B: If you are not in **Outlook Email**, automatically, (see image below) and click the 1. **Outlook Icon.**
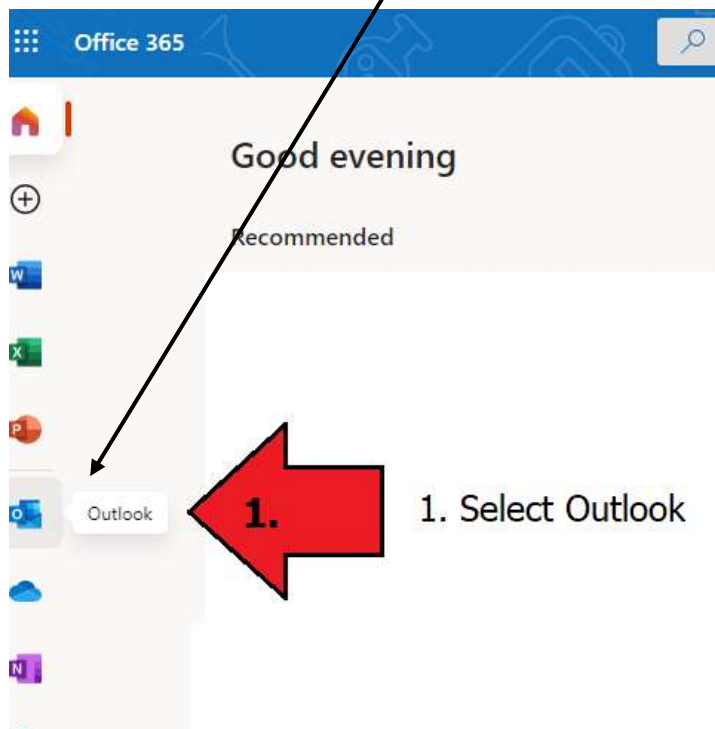
Part C: Settings: Click the 1. Gear in the upper right corner of Outlook.
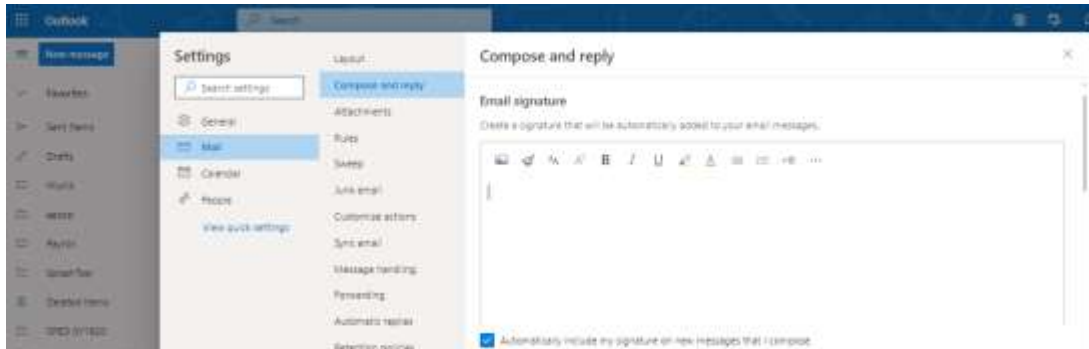
      2. In the Search Box Type: **Email Signature**

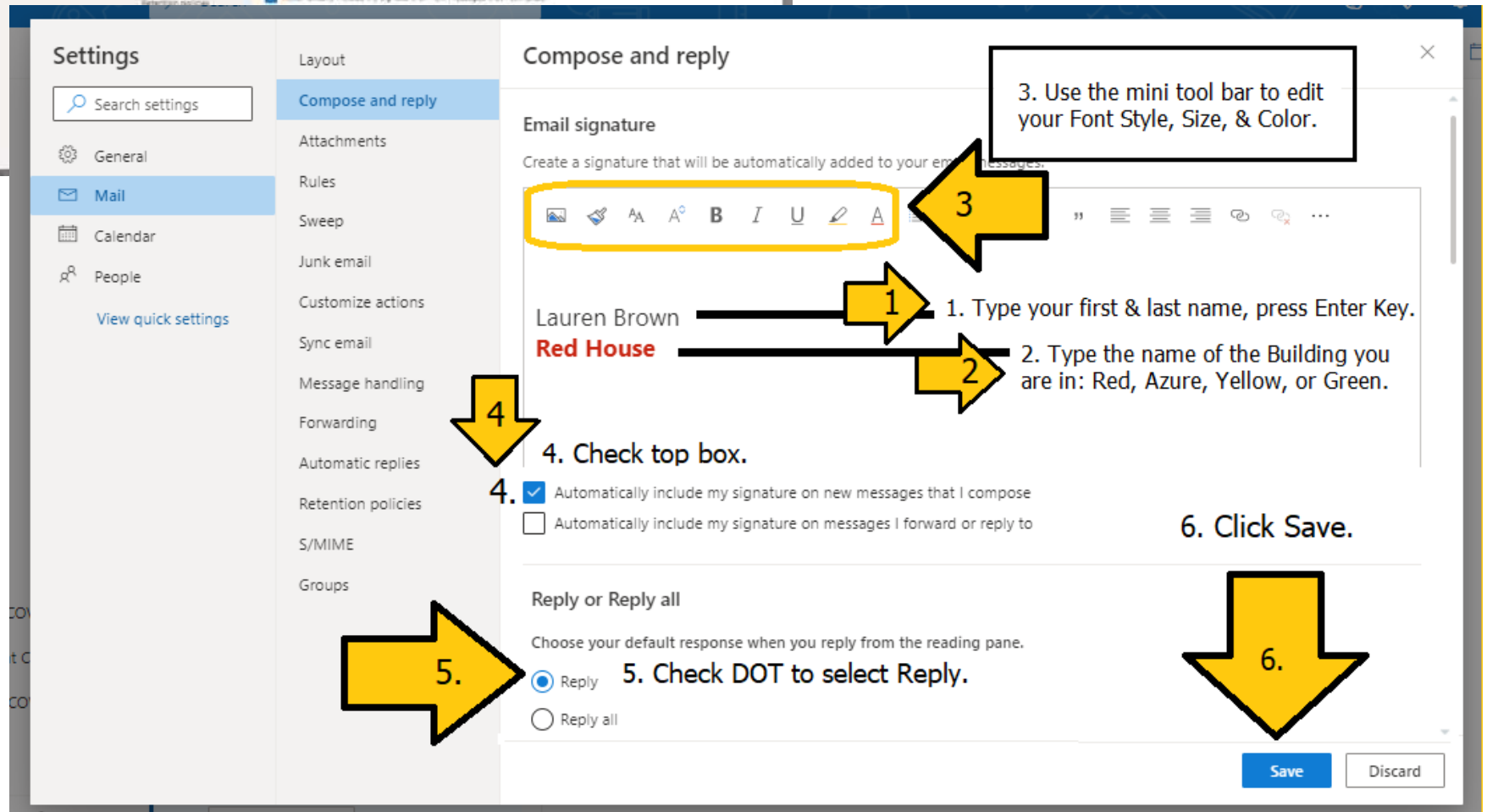**Part D: Compose & Reply:** Email Signature Search will bring you to this window.

☚(see image here)

Part E: Create a Signature Line:

View the next image and follow

Steps 1-6 listed on the image below.

Settings

Search settings

⚙ General

✉ Mail

📅 Calendar

👥 People

View quick settings

Layout

Compose and reply

Attachments

Rules

Sweep

Junk email

Customize actions

Sync email

Message handling

Forwarding

Automatic replies

Retention policies

S/MIME

Groups

Compose and reply

Email signature

Create a signature that will be automatically added to your email messages.

3. Use the mini tool bar to edit your Font Style, Size, & Color.

3

1 1. Type your first & last name, press Enter Key.

Lauren Brown

Red House

2 2. Type the name of the Building you are in: Red, Azure, Yellow, or Green.

4

4. Check top box.

4. ☑ Automatically include my signature on new messages that I compose

☐ Automatically include my signature on messages I forward or reply to

6. Click Save.

Reply or Reply all

Choose your default response when you reply from the reading pane.

5. ⦿ Reply   5. Check DOT to select Reply.

○ Reply all

6.

Save   Discard

Part F: Submitting Work via Email

1. Click NEW MESSAG Button to COMPOSE your message.
2. **TO:** laurenabrown@bpsma.org (TEACHER)
3. In the **SUBJECT LINE:** type the Day & Period you have this class (A1, A2, B1, B2 etc.)
4. Feel free to type a message in the EMAIL BODY.
5. Click **SEND BUTTON.**