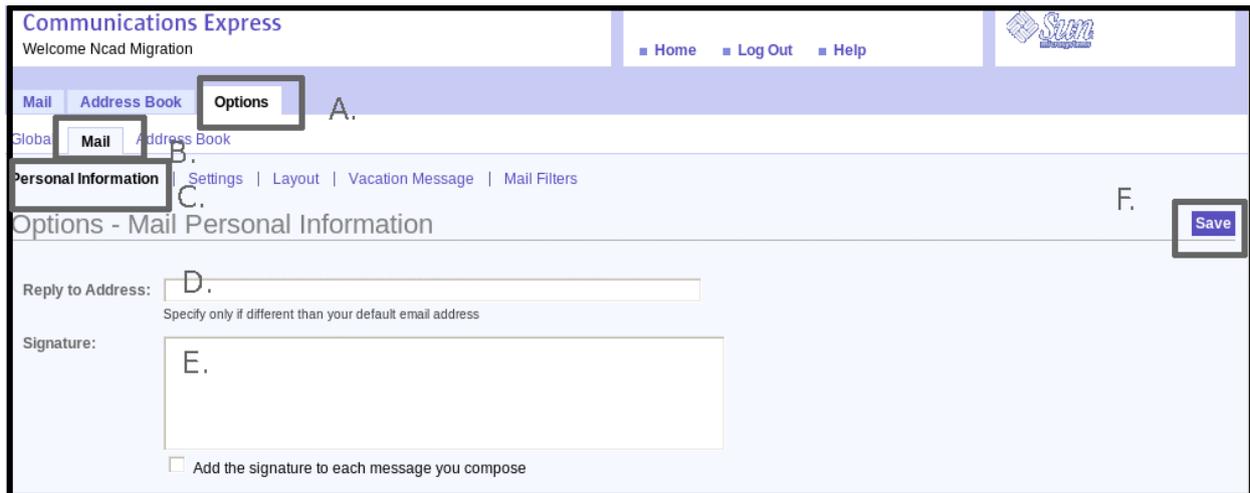


NCAD Staff Webmail and setting up an Email Signature

For instructions on how to login to NCAD Staff Webmail please click [here](#)



- A. Once logged in click on "Options" Tab
- B. Click on "Mail" tab
- C. Click on "Personal Information" tab
- D. Put in your NCAD email as the "reply to address"
- E. Put in the text for your signature
Place a tick in box if you wish the signature to appear on every message you compose
- F. Finally click on the "save" button on top right