NCAD Staff Webmail and setting up an Email Signature

For intructions on how to login to NCAD Staff Webmail please click <u>here</u>

Communications Express Welcome Ncad Migration	∎ Home	Log Out	■ Help	@ <u>Sun</u>		
Mail Address Book Options A. Globa Mail Address Book						
Personal Information Settings Layout Vacation Message Mail Filters C. Options - Mail Personal Information					F.	Save
Reply to Address: U . Specify only if different than your default email address						
Signature: E.						
Add the signature to each message you compose						

- 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