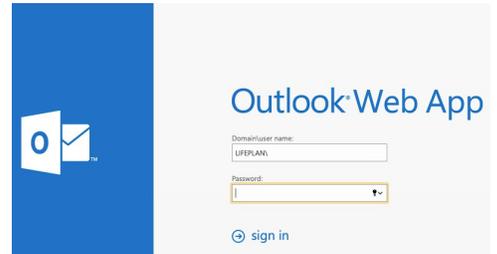


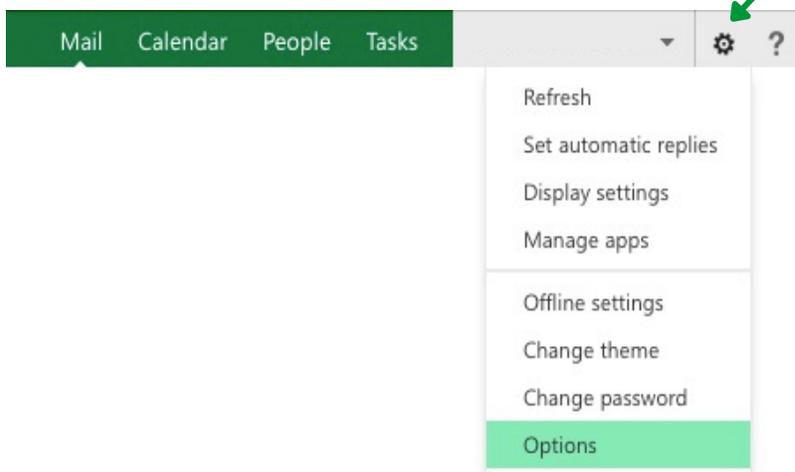
OUTLOOK WEB APP | EMAIL SIGNATURE INSTRUCTIONS

1 Access your email at:
<http://mail.lifeplansllc.com>

Sign in with your NAIS username and password.
Domain\username: LIFEPLAN\firstinitiallastname
(i.e. adastur)



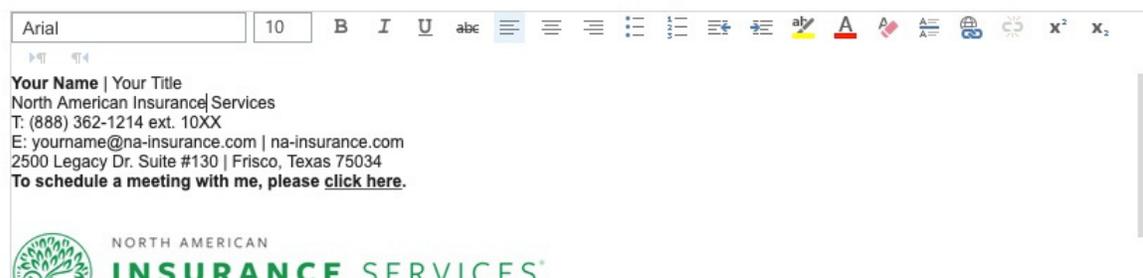
2 Click the gear icon in the top right and select options, then click settings.



3 Paste your signature into the text box (CTRL + V or Mac: ⌘ + V).

mail calendar regional password

email signature



Automatically include my signature on messages I send

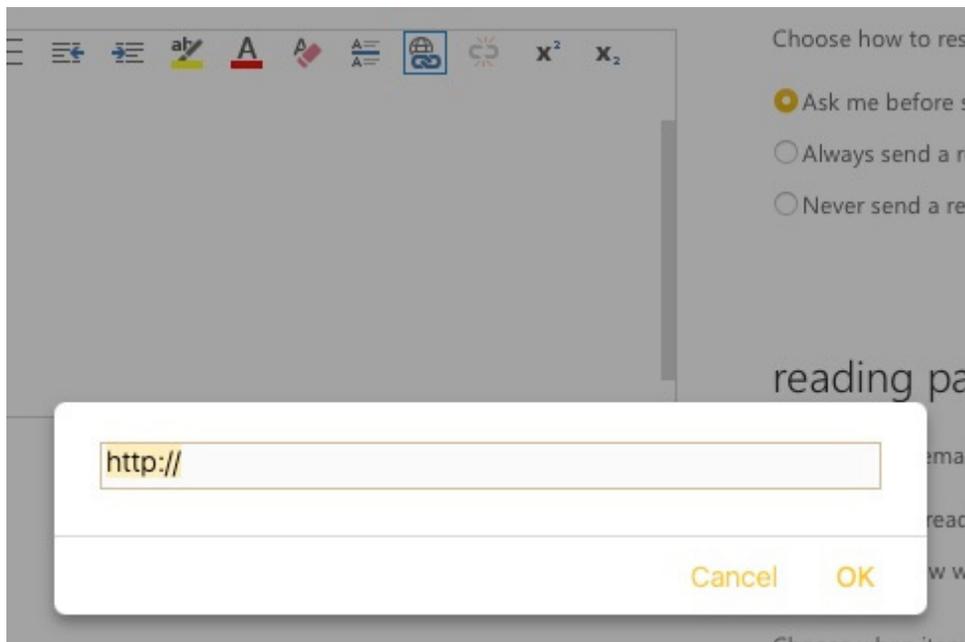
4

Update placeholders with your information:

- Your Name
- Your Title
- Telephone Number
- Email
- Calendly Link

5

To insert a hyperlink for your Calendly link, highlight “click here” and click the hyperlink symbol to paste your Calendly link.



6

Click 'Save' to accept your changes.