Create a Signature in Outlook 2010

File Home Send / Receive Folder View

Save As

Save Attachments

Info

Open

Print

Help

Options

Exit

Go to the file tab

Click on options

Account Information

GSD
Microsoft Exchange

➕ Add Account

Account Settings

Account Settings ▾

Modify settings for this account, and configure additional connections.

▪ Access this account on the web.

https://mail.graniteschools.org/owa/

Automatic Replies (Out of Office)

Automatic Replies

Use automatic replies to notify others that you are out of office, on vacation, or not available to respond to e-mail messages.

Mailbox Cleanup

Cleanup Tools ▾

Manage the size of your mailbox by emptying Deleted Items and archiving.

▪ 94 MB free of 299 MB

Rules and Alerts

Manage Rules & Alerts

Use Rules and Alerts to help organize your incoming e-mail messages, and receive updates when items are added, changed, or removed.

Voice Mail

Manage Voice Mail

Play or record a greeting, reset your PIN, setup notifications and call answering rules, and learn how to access your e-mail, voice messages, calendar, and contacts over the phone.