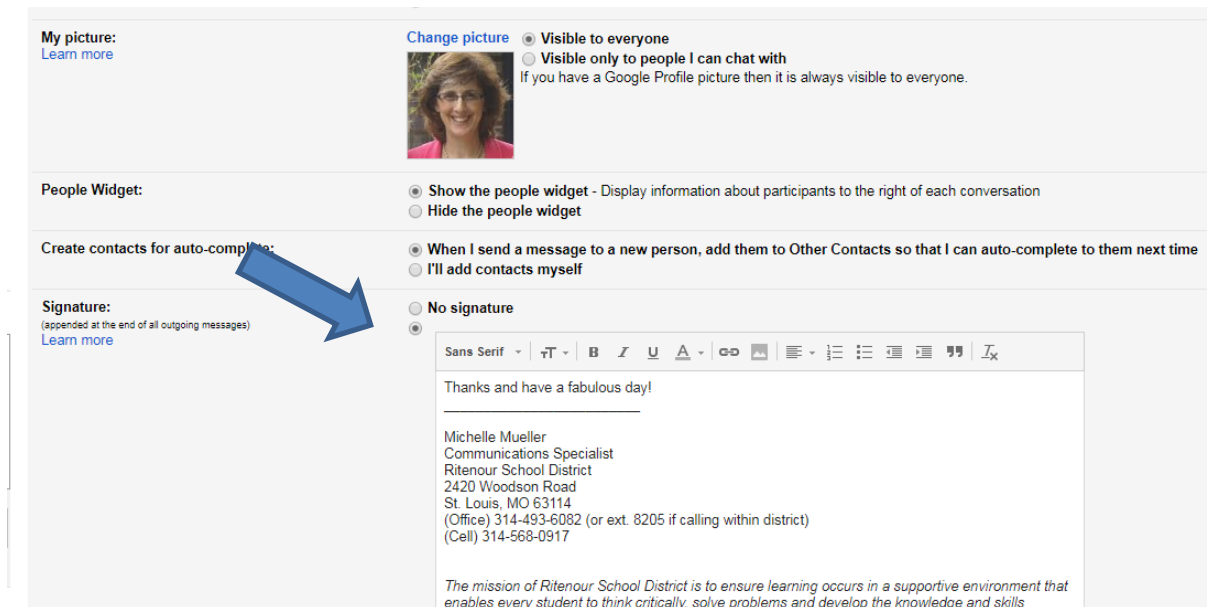


Setting up Your Email Signature for your Ritenour Email Account

To set up your signature in your district email account, open your district email and click on settings in the upper right corner of your email screen.



After clicking on settings, scroll down to “Signature” and type in the following information:



When setting up your email signature, please include the following information:

- First and Last Name
- Job Title
- School or Building
- Full phone number
- Internal extension
- Email Address
- Ritenour Website Address

It is appropriate, but not required, to include the district’s mission or vision statement, or individual school mission statement.

LASTLY...

Be sure to SAVE changes before leaving the page:

2420 Woodson Road
St. Louis, MO 63114
(Office) 314-493-6082 (or ext. 8205 if calling within district)
(Cell) 314-568-0917

The mission of Ritenour School District is to ensure learning occurs in a supportive environment that enables every student to think critically, solve problems and develop the knowledge and skills necessary for success in our diverse, global society.

Insert this signature before quoted text in replies and remove the "--" line that precedes it.

- No indicators
- Show indicators - Display an arrow (>) by messages sent to my address (not a mailing list), and a double arrow (>>) by messages sent only to me.

- Show snippets - Show snippets of the message (like Google web search).
- No snippets - Show subject only.

Vacation responder off

Vacation responder on

First day: July 10, 2017

Last day: July 12, 2017

Subject: Out of Office July 10-12

Message:

Sans Serif - [font icons]

Plain Text

I will be out of the office on July 10-12. If you need immediate assistance, please contact Debbie Catalano at (314) 493-6080. Otherwise, I will be happy to address your email when I return on Thursday, July 13.

- Only send a response to people in my address book
- Only send a response to people in my address book and RITENOUR SCHOOL DISTRICT

Save Changes Cancel

Program Policies
Powered by Google

Messages: If a contact sends you messages, you will be notified by email (you can choose to be sent at most once every 4 days)

