

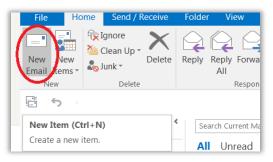
Finance Division Email Signature Feedback Button Setup



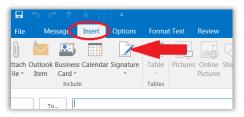
Self-service instructions in Outlook Desktop client:

Note: *If you would prefer, don't hesitate to contact the* <u>*F&A IT team*</u> *and they can walk you through this.*

1. Open a new email as though you were composing a new message.



2. Click on the insert tab and select signature.



- 3. From the drop-down menu, select signatures.
- 4. Select the current signature you are using from the list. There may be just one listed here.

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5. Scroll down until you can see your feedback button. (Note that you will have to use the down arrow in the bottom-right corner to scroll here.) **Click on the feedback button** to select it, then click **delete** to remove the button.

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6. Use **Ctrl+C to Copy** the new button below, and **Ctrl+V paste** it into your signature line where the old button was. Please put this directly under the "We in the Finance Division..." language and before the confidentiality statement at the bottom.

Tell Us How We Are Doing!	
Shawn C. Hill Interim Director, Programs & Change Management Finance Division	
Finance & Administration Office of Research C: <u>706-224-9955</u> E: <u>shawnh@uga.edu</u>	
We in the Finance Division constantly seek opportunities to enha services and processes so that we can exceed your expectations.	
Tell Us How We Are Doing!	
	chments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information re or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail

7. Click on the new button to select it, then click **edit hyperlink icon** on the right side of the screen.

Signatures and Stationery			?	×
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We in the Finance Division constantly seek opportunities to en services and processes so that we can exceed your expectations Tell Us How We Are Doing!				~
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8. If the following URL is not already populated, copy/paste it into the address field. <u>https://ugeorgia.ca1.qualtrics.com/jfe/form/SV_6liKnHRBbkMiaLX</u>

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			ОК	Cancel

- 9. Click "OK" twice and you're done!
- 10. For assistance at any time, don't hesitate to contact the F&A IT team!

Self-service instructions in Office 365:

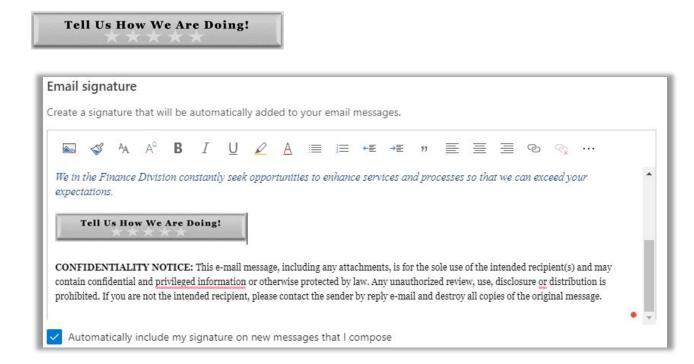
Note: If you would prefer, don't hesitate to contact the <u>F&A IT team</u> and they can walk you through this.

- 1. Sign in to Outlook on the web.
- 2. Go to Settings 🔯 > View all Outlook settings > Compose and reply.
- 3. Under Email signature

Scroll down until you can see your feedback button. **Click on the feedback button** to select it, then click **delete** to remove the button.

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 Click on the new button to select it, then click edit hyperlink icon on the upper right side of the screen. If the following URL is not already populated, copy/paste it into the address field. https://ugeorgia.ca1.qualtrics.com/jfe/form/SV_6liKnHRBbkMiaLX

isplay as	l Us How We Are Doing!	
Ten	Tos now we are boing:	
Veb addr	ress (URL)	

- 6. Click "OK" and you're done!
- 7. For assistance at any time, don't hesitate to contact the <u>F&A IT team</u>!