Hadley

Email: Signature Sample

Presented by Ricky Enger

**Ricky:** Hello, my name is Ricky Enger, and today we'll learn how to create a signature for our emails in Microsoft Outlook. We're using NVDA as our screen reader but the concepts we learned will be pretty similar no matter which screen reader we're using. You know, sometimes we get emails from people and at the bottom there's this really cool quote and then there's a phone number, a fax number and a website and all of it is six lines of text. How do people have the energy to type all that every single time.

Well, truth is they have a little help from Outlook. If we want to include something at the bottom of each of the messages that we send, whether it's just a closing phrase followed by our name, or something more complex, all we need to do is create a signature. So how do we do that? First, we need to get to our Outlook options.

**Ed:** Now that you've had a chance to learn a bit with us, we'd like to learn more about you. Your name, email address, how you heard about Hadley, and your relationship to vision loss. Learning more will give us a better understanding of how to personalize Hadley just for you. And don't worry, everything you share with us online will be kept safe and secure. Of course, if you'd prefer to talk through these questions, we're just a phone call away at 800.323.4238.

Taking these few steps saves your preferences so you can continue right where you left off, and track your progress every time you log on. Plus, it connects you to the Hadley community and helps sustain our funding to keep Hadley free of charge. And last but not least, it gives you direct access to experts, like me. Now, where were we?