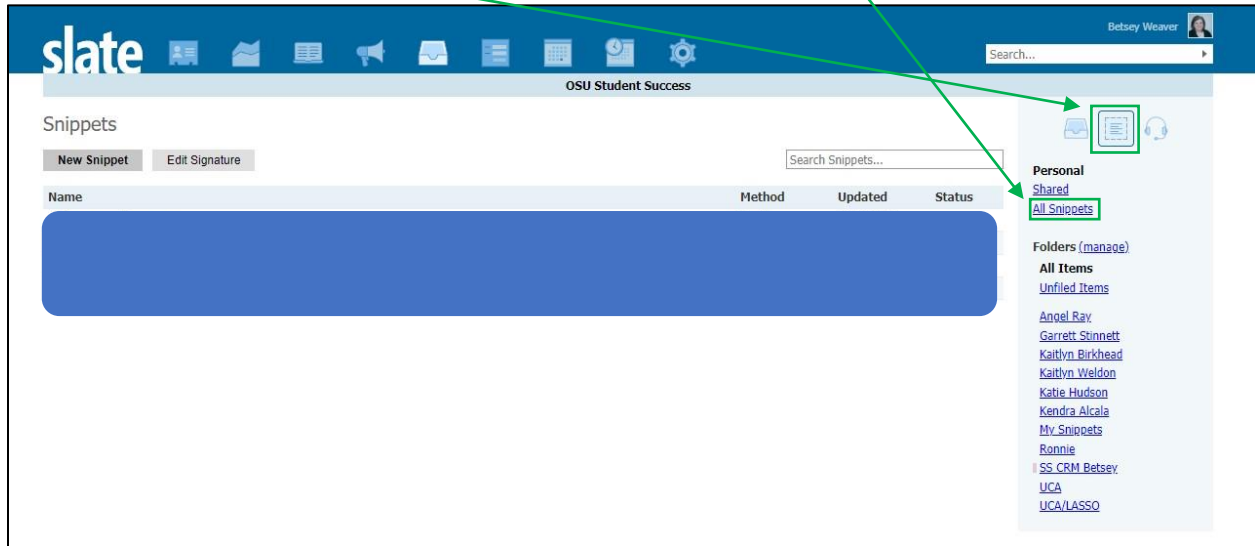


Using Snippets for a Signature

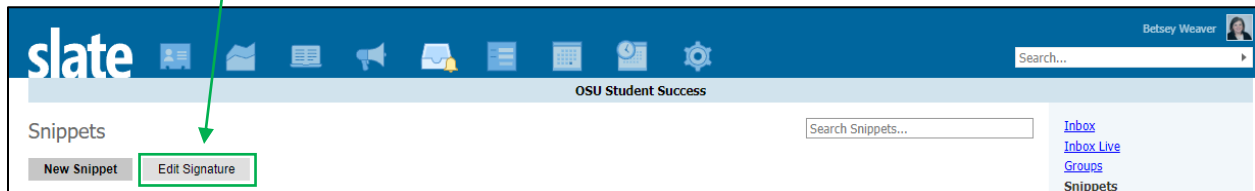
Link: <https://slate.okstate.edu/manage/inbox/>

This document will walk through how to create an email signature to use with Slate Inbox

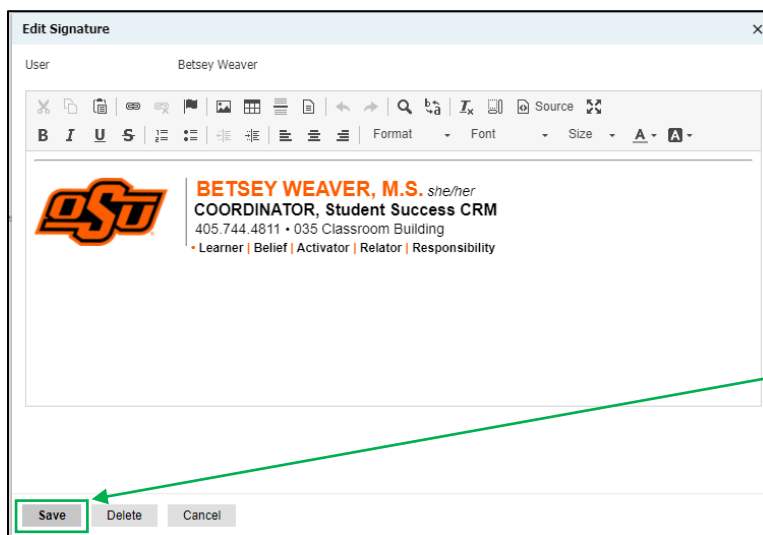
STEP 1: Navigate to the Snippets area of the Inbox; choose All Snippets



STEP 2: Navigate to the Edit Signature area of Snippets



STEP 3: Create your signature using the provided text editing box (*sample formatting on next page*)



Be sure to **SAVE**

This signature will now default on your slate inbox emails and replies

SAMPLE FORMATTING:

FNAME LNAME, DE.GREE.

TITLE, DEPARTMENT NAME

Oklahoma State University

405.744.5000 • 101 Building Name • okstate.edu