

UVC Initial Setup Guide

In this initial setup guide we will explain how to:

- I Setup your calendar Default Time Zone
- II Setup your Detail Pane Location
- III Setup your UVC Skin (the visual look of UVC)
- IV Setup your Window Layout
- V Add a contact to your Messenger buddy list
- **VI** Share an e-mail folder with a UVC user on your buddy list
- **VII** Share your calendar with a UVC user on your buddy list

VIII Create a text e-mail signature.

I. SET UP YOUR CALENDAR DEFAULT TIME ZONE

When you initially log in to UVC we recommend that you configure your calendar **Default Time Zone** as this will dictate the default time that will be indicated when creating tasks, appointments and/or meetings within UVC.

Click on File and then Options and Preferences:

ile	View Message Messenger Go Tools Window I	Help
ŀ	Undo Delete "Test1"	Ctrl+Z
I.	Sign Out	
	Switch Identity	
	Refresh/Reconnect	
	Edit Personal Information	
	Import	;
	Export	;
	Mail Merge	
	Change Password	
	Account Maintenance	
C	Options and Preferences	
	Print Preview	
	Print	Ctrl+P
	Work Offline	

Then click on **Calendar** and then **Time Zones**.

On the right side of the screen you will be able to choose your **Default Time Zone** from the available drop down menu. Once you have made your selection, click on the **OK** button to save your choice. Future tasks and appointments you will create in your calendar will have a time stamp of your selected time zone.

General	🖄 Time Zones	
Messenger	Default Time Zone	
Media	Label:	
Contact	Time Zone: (GMT-05:00) Eastern Time (US & Canada)	
Task Calendar	Show Additional Time Zone	
Calendar Options	Label:	
Calendar List & Defaults	Time Zone: No Time Zone	
Calendar Subscriptions		
Custom Fields		
Project		
File Store		

II. SETUP YOUR DETAIL PANE LOCATION

Your next step is to decide where you want your Inbox and Contacts **Detail Pane Location** to be located. You can choose between either the RIGHT side or the BOTTOM side for each window view.

First make sure you are looking at your **Inbox Module** view or your **Contacts Module** view. You can do so by clicking on the tabs located at the top of your UVC window screen.

O UVC - Universal Village Collaboration Sui File View Message Messenger Go Tools				
	eply All 🛛 Forward 🍵 Move to Folder 🔓 ୟ	- 🐳 🗡 🍺 - 🕅 -	🕅 👻 🔍 Advanced Search 🛛 🗐 S	ihow My Day
hbox Contacts	Tasks Calendar 🤷 Notes 🛞 Projects	Kile Store		
My Inbox 🔻				
Message Folders	📑 📂 😢 🕅 🄝 From	Subject	Received	
😀 Inbox	UVC	Welcome!	22-Oct-2015	
💪 Outbox				
i⊠ Sent Items				
Drafts				
📉 Templates	Welcome!			
Teleted Items	From: UVC			
Search Folders	To: 🗳 UVC Test1			

Once you have clicked on the desired module click on View and then Detail Pane Location.



By default the **Detail Pane Location** will be set to the RIGHT (a check mark will be placed next to the current view that is selected). Select the one that better suits your needs when working with UVC.

You can select either the **RIGHT** side:

🎯 Forward 🍵 Move to Folder 🛛 🤹 🐳	🔏 📴 🖷 👘 👻 📶 Claim Ticket 🔍	Advanced Search 😻 Show My Day		
🗐 Inbox) 🤇 Contacts 🞢 Tasks 🖄 Ca	alendar 🖄 Notes 🤹 Projects 闙 File Store			
My Inbox 👻			▼ Quick Search	🔍 Exclude Junk Show All Unread Flagged 🔻 Other 🔇
Solutions Solutions Solutions	Sort By Task/Note (Descending) V C Alex Today 5:12:36 PM Welcome message from UVC	Welcome message from UVC From: <u>Alex</u> To: <u>alex</u>	Email messages will appear at the <u>right</u> of your selected email	HTML Plain All Headers
 ✓ Drafts ✓ Templates ✓ Deleted Items ✓ Search Folders 			CRM features across their branches and ad	Find out how IPC uses our customizable and flexible bisors as well as leveraging the core features needed for

Or you can select the BOTTOM option:

My Status Online Away Busy Invisible	🕞 Inbox 🕼 Contacts 🞢 Tasks 🖄 C	alendar 🔔 Notes 🇌 Projects 🔜 File Store								
Alex	My Inbox 🔻			Quick Search	🔍 Exclude Junk Show All Unread Flagged 🔻 Of	her < 🤉				
Online	Message Folders 4	📂 🚩 📍 🖲 🥩 From	Subject	Received T	6	Size				
oninc	👄 Inbox	10 Alex	Welcome message from UVC	Today 5:12:36 PM		651 bytes				
	💪 Outbox									
	i⊡ Sent Items									
	▶ Drafts	Welcome message from UVC								
	📉 Templates									
	1 Deleted Items	From: Alex				Summer as a				
Encell management will	Search Folders	To: alex				HTML Plain	All Headers			
Email message will demonstrate and service										

The same option applies to the **Contacts Module** view. If you select the RIGHT side it will show below.

Contacts 💌							Categories/Tags: All	View All	Shar
🖲 Name 🔻	Work Email	Work Phone	Cell Phone	Company	•	Birthday Date	Service Profile	Contact Detail File Attachments Journal Activities	
				Notes	t Detail and Conta s will appear at the <u>right</u> of the elected contact			Ms Jane Mary Doe Breker, and the second seco	
								Contact Notes	Add Note

If you select the **BOTTOM** view the Contact Detail and Contact Notes will be shown below your selected contact name. It's really a matter of preference.

rward VCard 🛛 🐳 Print 🛛 🖱 👻 🎉	🕈 Follow Up 📑 Detail Pane	🔍 Advanced Search 🛛 😒	Show My Day						
🔋 Inbox 🥼 Contacts 🞢 Tasi	s 🚨 Calendar 🔔 Notes 🕈	😫 Projects 🛛 🔜 File St	ore						
y Contacts 🔻						tk Search	Categories/Tags: All	View: All	~ Share
🕅 Name 🔻	Work Email	Work Phone	Cell Phone	Company	•	Birthday Date	Service Profile		
🕴 🛛 🥀 Ms Jane Mary Doe	jane.doe@workemail.ca	(613)898-7774 Ext 0011			Personal	11-Jun-1975	AAA Profile		·
				ct Detail and					
			Note	es will appear	at the				
			1	right of the					
			/ s	elected conta	ict				
Ms Jane Mar	y Doe								Add Note
play Name: Ms Jane Mary Doe thday: 11-Jun-1975									
e: 40									
sated by: Alex Blanchet									
me Address: iling Address 14 Test Drive awa. CANADA K1K9M9									

III. SETUP YOUR UVC SKIN (THE VISUAL LOOK OF UVC)

There are various choices you can apply to change the look of UVC. Again these options are a matter of preference. By default the "skin" applied to the UVC application will be **Windows Basic**.

O UVC - Universal Village Collaboration Suite File View Message Messenger Go Tools Wind	ow Help					- 🗆 X	
		i 🔏 i 🛅 🗉 🕅 👻 🊧 👻 🚰 Claim Ticket i	🔍 Advanced Search 🛛 🥪 Show My Da	IY.			
My Status Online Away Busy Invisible		Calendar [🏠 Notes 🤹 Projects 💽 File Store					
Alex	My Inbox Message Folders	ビ 1 ? 8 ジ From	Subject	Received T	▼ Quick Search	C Exclude Junk Show All Unread Flagged T Other	
Online	S Inbox	Alex	Welcome message from UVC	Yesterday 5:12:36 PM	•	51 bytes	
	Gutbox	Alex	UVC Alert: Birthday for: Janie Doe	Today 12:02:35 AM		0 bytes	11
	Sent Items		over Alle Districtly for Alle Doe	Today 1202.33 Min		o bjes	11
	Drafts						11
	S Templates						
	1 Deleted Items	UVC Alert: Birthday for: Janie Doe				HTML Plan All Headers	
	Categories/Tags	-					
	All Business	1					
	1 Clients						
	1 Holiday Cards						Ш
	Important International						
	Miscellaneous						
	Personal						

Your visual Skin choices are located under Tools and Skin.



IV. SETUP YOUR WINDOW UVC WINDOW LAYOUT

Your next step is to select the **Window Layout**. This option will change the appearance of the UVC application. By default the **Window Layout** will be set to **Single Window Tab View**. This view will automatically create a new tab to the right of the last tab opened.

O UVC - Universal Village Collaboration Suite						-	×			
File View Message Messenger Go Tools Wind	low Help									
💬 Create Message 🛛 Reply 🙄 Reply All	I 🎯 Forward 🍵 Move to Folder I 💆 👻 I	🧠 💥 i 📴 🗉 🕅 🖛 🊧 🖛 🗂 Claim	Ticket 🕴 🔍 Advanced Search 🛛 🧐 Show My Day							
My Status Online Away Busy Invisible	🔵 Inbox 🛛 🖉 Contacts 🖉 Tasks 🔅	🛎 Calendar [🔔 Notes 🛛 🧐 Projects 🛛 🌉 File Stor	re)							
Online Away Busy Invisible	My Inbox		2		 Quick Search 	🔍 Exclude Junk Show All Unread Flagged 🖛	Other 🔬			
C Alex	Message Folders	* 🛫 💓 🤋 🕄 🗇 From	Subject	Received T		Size				
Online	🔨 Templates	^ Alex	Welcome message from UVC	Vesterday 5:12:36 PM		651 bytes				
	U Deleted Items	Alex	UVC Alert: Birthday for: Janie Doe	Today 12:02:35 AM		0 bytes				
	R Search Folders									
	UVC Notes									
	Primus Business									
	Sharing folder with Joe	Welson a manage from UNC								
	TEST Email template folder		Welcome message from UVC							
	Joe support emails	From: Alex					lain All Heade			
	New Branches	To: <u>alex</u>				HTML PI	lain All Heade			
	BlueSky Financial Planning	Flexible solutions are a must in today's	changing Wealth Management industry. Fi	nd out how IPC uses our o	ustomizable and flexible si	olution to deliver the Collaborative CRM fea	atures			
	📂 General Emails	across their branches and advisors as	well as leveraging the core features neede	d for call center support a	nd ticket management.					
	MacKenzie Savone Team									
	📂 The Weichel Team									
	IPC Hunt Club									
	Educiation I confe Terror									

Your visual Window Layout choices are located under Window and Layout.

UVC - Universal Village Collaboration Suite File View Calendar Messenger Go Tool	dow Jeip		
New Appointment Open	Layout Minimize UVC - Universal Village Collaboration Suite My Calendar Cotober 201	Dual View - Top Tabs Tab View Special View Mini View	Month Day By Us es S Projects
	October 2015 Sun Mon Tue Wed Thu Fri 1 2	Sat All Day	

The preferred choice for **Window Layout** is the **Dual View – Top Tabs** because it creates a new window when creating or editing contacts, notes, emails etc... when you double click on them. The **Dual View – Top Tabs** option mimics the Microsoft Windows and Apple iOS operating systems which are most commonly used. If you have dual monitors or a very large screen possibly the **Mini View** could be a good choice. This allows you to open each module as a separate window. You could add the windows most commonly used on each of your dual monitors or split them in half on your large screen. Again this is a matter of preference and how you want to personalize your own UVC application.

V. ADD A CONTACT TO YOUR MESSENGER BUDDY LIST

Once you have set up your calendar **Default Time Zone** and selected your preference in the appearance of your UVC application your next step is to add a UVC contact to your **Messenger buddy list.**

The Messenger section is located on the left side on the UVC application window. <u>Please take note</u> that the contact you want to add to your **Messenger buddy list** has to have their own UVC application installed on their workstation or home computer.

🔿 UVC - Universal Village Collaboration Suite												
File View Calendar Messenger Go Tools Windo	w Help											
🖄 New Appointment 🕕 ዀ Open 🚿 Dele	te i S	Forwa	rd via e	-mail	🌍 Pri	nt i i	<u>n</u> -	Day	W	eek M	onth	Day
Online Away Busy Invisible	9	Inbox	C	Contact	5 🚰	Tasks		Calenda	r [Notes	1	Projec
Alex - Home Profile (Online)	My	Calen	dar '	•								
Alex - Work Profile (Online)	0 ک						Time 19 Monday October 2015			015		
			Oct	ober a	2015							
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	All Da	iy			
					1	2	3	07	AM			
	4	5 12	6 13	7 14	8 15	9 16	10 17					
Your Messenger	18	12	20	21	22	23	24	08				
section is	25	26	20	28	29	30	31		AM			
located on the		20	2,	20	25	50						
left side.			Nove	mber	2015			09	AM			
	Sun	Mon	Tue	Wed	Thu	Fri	Sat					
	1	2	3	4	5	6	7	10	AM			
	8	9	10	11	12	13	14		-			
	15 Catego	16 ories/Ta	17 gs:	18	19	20	21	11	AM			
	All						~					

You will see a *Home Profile* (personal/family contacts list) and a *Work Profile* (work contact list). In the example below we will add a new contact to the Work Profile. The same logic to "add" new contact also applies to the Home Profile.

To add a new contact to your **Messenger buddy list** simply right click on the Work Profile and select the option **Add a Messenger Contact**.

O UVC - Universal Village Collaboration	Suite									
File View Calendar Messenger Go Too	ls Windo	w Help								
🖄 New Appointment 🕕 旝 Open	🚿 Delet	e 🕕 🌍 Forward via e-mail 🛛 🗳 Pri	nt i (•	Day	Week	Month Day By U	Jser		
My Status Online Away Busy Ir	nvisible	🧊 Inbox Contacts 🚩	Tasks		Calenda	r 🔔 N	otes 🤹 Projects	N		
Alex - Home Profile (Online)		My Calendar 🔻								
Alex - Work Profile (Online)		 ✓ October 2015 ↔ 2015 ↔ 			Time	Time 19 Monday October 2015				
	Setup Ins	stant Messenger and E-mail Accounts	'n		All Da					
	Change	Picture, Handle and Public Profile		Sat 3						
	Add a M	lessenger Contact	9	10						
	New Gro	oup	16	17	0.0					
1	Apply St	atus to All Profiles	23	24	08	AM				
		ontact Pictures	30	31						
-	Sort Con		,		09	AM				
		Reconnect								
	Kerreshiji		_;-ri	Sat	10					
		1 2 3 4 5	6	7	10	AM				

A pop up window will open up which will give you two options:

(1) Add your new contact to your Home Profile or Work profile. Since I already selected my Work Profile (from the step above) it will be defaulted to that specific profile list of contacts.

(2) Next you will need to choose which way you want to add this new contact to your list. The preferred way is using their UVC address. This option enables you to add them by handle name or by entering their email address.

Click on the Next button to get to next screen.

Add a New Contact for: AlexUVC - Work Profile		>
his wizard allows you to add a new online conta	act.	
If you're not sure what your contact's UVC Address is, you n provided.	nay search for him/her by Name, Handle or E-mail if	5
o which account or profile you want to add your contact	to?	
Profile: Alex Work Profile 🗸		
low do you want to add a contact?		
By UVC address		
By searching the name, handle or e-mail address		
~		
vite a friend	< Back Next > Finish C	Cancel

In my example I will add the new contact using the user's Messenger handle name which is AlexTest1. Once I have typed his handle name I will click on the **Next** button.

his wizard all	ows you to add a new o	online contact.	
If you're not sur provided.	e what your contact's UVC Ad	ldress is, you may search for him/her by Name, Handle or E-mail if	7
Contact Informa	AlexTest1		
OVC Address:			
	Example: johndoe		
	miked		
		\frown	
wite a friend		< Back Next > Finish	Cancel

Then click on Finish button.



You will see a pop-up window informing you that you have successfully added a new contact to your list.



The new contact will not appear on your list until they (in this scenario AlexTest1) approve the invitation to be part of your contact list. Once you click on the **Close** button (see in the screenshot below) it will automatically send that new contact a **Request Approval** message so that they can be part of your contact list.

They need to click on the **Approve** button if they want to join your list and vice versa. This is important because this union will start the collaboration aspect of UVC between you and any other contacts you added to your instant messaging list.

The messenger contact you added will see your name appear on their messenger list and you will see their messenger name on your list.

he following user is requesting your approval to add you to their list:
landle: Alex lame: Alex
Vould you like to approve or decline?
Approve Decline Close
♥ UVC - Universal Village Collaboration Suite File View Message Messenger Go Tools Window ♥ Create Message ♥ Create Message ● Reply ♥ Reply N ● Reply N

`

×

Request Approval

 \equiv

New request requires your approval

VI. SHARE AN E-MAIL FOLDER WITH A UVC USER ON YOUR BUDDY LIST

Now that you added a contact (see step#5) to your list it's time to enable the sharing feature in UVC with that new contact. In this sixth section, we will enable the sharing option on the **UVC Shared Folder** located under *Alex's* inbox and add the user *AlexTest1* so that he can have the ability to see, edit and move any emails within that shared folder from within his own UVC account. There are **four steps** to enable the sharing option on an email folder.

(1) First right click on the email folder you want to share with this user. Then click on **Edit Folder**.

<u>Please take note</u> that in the screenshot below under the **UVC Shared Folder** there's a sub folder named **Shared Folder 22**. If you also want a new or existing contact to have access to a sub folder then these **four steps** will need to be repeated again for that sub folder.



(2) Your second step is to make sure to add a check mark to the option **Enable Sharing** and then click on the **Add User(s)** button.

🔿 Profile De	rtail			×
You can v	iew and edit the	following prefe	rences	
Description:	UVC Shared Folder			
	Color			
Enable Sh	arind			
Name		Access	Allow Private	Add User(s)
		, and a second s	Fullentinute	Delete
			0*	Cancel
			OK	Cancel

(3) Your third step is to add a **check mark** next to the user that you want to share the email folder with and then select their **Access Level**.

Read Only access level will just give them a read only access. They will be able to read the emails and reply to them but nothing else.

Full access level will give the contact the ability to read, modify (mark them read or unread for example) and move the emails from one folder to another.Again this is a matter or preference but usually Full access is preferred.Click the OK button to apply your selection.

You can specify the level of permissions to give to this folde	
	r
ccess Level Read Only ~	
elect Users Read Only Back Test	
\mathbf{X}	
\mathbf{X}	
	Cancel

(4) As seen below in this scenario I will be sharing the **UVC Shared Folder** with *AlexTest1*. Your fourth and final step is to click the **OK** button to confirm and save your changes.

O Profile Detail			×
You can view and e	dit the following pre	eferences	
Description: UVC Shar	ed Folder		
Color			
Name Alex Test1	Access Read Only	Allow Private	Add User(s) Delete
		ОК	Cancel

When *AlexTest1* log in to UVC he will be able to see two different email **Inboxes**. They will be accessible using the drop-down menu. One will be his own inbox (My Inbox) and the other is the shared one with *Alex (handlers name will appear)*.

My Status Online Away Busy Invisible	🗐 Inbox 🤇 Contacts 💇	Tasks 🛛 🖄 Calendar 🚺 Notes 🧐 Pr	ojects 🛛 💽 File Store
	My Inbox 🔻		
AlexTest1 - Work Profile (Online)	My Inbox		
▶ My Contacts	Alex	18/2	W-1
riy contacts	S Outbox	UVC	Welcome!
	-		
	≅⊠ Sent Items		
	Drafts		

When AlexTest1 selects the Alex inbox he will see the UVC shared Folder emails.

Inbox Contacts	🛫 Tasks 🛛 🖄 Calendar 🛛 🎒 Notes 🛛 🧐 Pro	jects 🛛 🌆 File Store				
Alex			T	Quick Search	C Exclude Junk Show All Unread Flagged - Other	Σ
	📂 🊧 💡 🖲 🥯 From	Subject	Received A	_	Size	
10 UVC Shared Folder	Alex Blanchet	Welcome message from UVC	Wed, Oct 21		651 bytes	^
/	Welcome message from UVC					Ţ
	From: Alex Blanchet					
	To: alex.blanchet@uvc.ca				HTML Plain All Head	ers
		s changing Wealth Management industry. Fin raging the core features needed for call cent		xible solution to	deliver the Collaborative CRM features across their	

As explained above, under the **UVC Shared Folder** there's a sub folder entitled **Shared Folder 22**.If you also want a new or existing contact to have access to a sub folder then these **4 steps** will need to be repeated again for that sub folder. Once you do they will be able to see the folder and any emails within that sub folder.



VII. SHARE YOUR CALENDAR WITH A UVC USER ON YOUR BUDDY LIST

You can also **share your Calendar** with a contact from your list. The same steps explained above, for sharing an email folder, also apply for this scenario but in this case we will be under the **Calendar Module**. In this example we will be sharing the **UVC Shared Calendar** with AlexText1.

18	Forwa	rd via e	-mail	🏐 Pri	nt i I	<u>n</u> –	Day	W	eek Month Day By User	🔍 🤍 Find 🛛 😴 Show My Day	
Ģ	Inbox	C	Contact	ts 置	Tasks		Calenda)•	🔪 Notes 🤹 Projects 💽	File Store	
Му	Calen	dar	,								
< 0	ctober			÷	2015	÷ >	Time	1	19 Monday October 2015	20 Tuesday October 2015	21 Wednesday October 2015
		Oct	ober ä	2015		_		-	October 2015	Z O October 2015	
Sun	Mon	Tue	Wed	Thu	Fri	Sat	All Da	y			
				1	2	3	-07				
4	5	6	7	8	9	10		~~			
11	12	13	14	15	16	17					
18	19	20	21	22	23	24	08	АМ			
25	26	27	28	29	30	31					
						_	09	AM			
		Nove	mber	2015							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	10				
1	2	3	4	5	6	7	10	АМ			Appointment with John Doe about TFSA
8 15	9 16	10	11 18	12	13 20	14 21					
	ories/Ta		18	14	211	21	11	АМ			
All		-				~					
()	/ulti-Se	lect			Grou	ар Ву ▼	12	PM			Lunch meeting with Mary
Show I	ive Cal	endars f	or								cuter meeting war wary
	🏝 My (01	РМ			6.2
Þ	PET	Tasks	ared Cal	endar			02	РМ			2 00
	P 🛸 F - 🏏 F						03				e e o

Please use the following steps to share your calendar with a contact from your list.

(1) First right click on the **Calendar** you want to share with this contact. Then click on **Edit Calendar**.



(2) Your second step is to make sure to add to check mark on the option **Enable Sharing** and then click on the **Add User(s)** button.



(3) Your next step is to add a **check mark** next to the user that you want to share your calendar with and then select the **Access Level**.

Available Time level will only show the available time (busy or free) that you have under that calendar. No appointment details will be shown on your busy time.

Read Only access level will provide the user the ability to read the details of all your appointments but will not be able to create or modify any of them.



Full access level will give the user the ability to read, modify, create and move the appointments and tasks to different day, month or year.

Special access level will give the user the ability to read and create new appointments only.

It's a matter of preference but usually **Full** access is suggested. Click the **OK** button to apply your selection. Click the **OK** button again to save your changes.

When AlexTest1 views his calendar he will also be able to see the Alex calendar once it's sel	ected.
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/ 🏐 Inbox 🛛 🦉 Contacts 🖉	Task 🖄 Calendar [🐴 Notes 🧐 Pr	ojects 🛛 🔤 File Store	
AlexUVC 🔻			
🔇 October 🌩 2015 🜩 🔰	Time 19 Monday October 2015	20 Tuesday October 2015	21 Wednesday October 2015
October 2015			
SM TW TF S	All Day		
4 5 6 7 8 9 10	UT AM		
4 5 6 7 8 9 10 11 12 13 14 15 16 17			
18 19 20 21 22 23 24	08 AM		
25 26 27 28 29 30 31			
	09 AM		
Categories/Tags:	U9 AM		
All ~			
💽 Multi-Select Group By 🔻	10 AM		Appointment with John Doe about TFSA
ihow Live Calendars for			
🛛 🗷 🏝 My Calendar	11		
 Calendar Tasks 			
 Tasks Broject Tasks 	10		
Follow Ups	12 PM		Lunch meeting with Mary
Alex			-

VIII.CREATE A TEXT E-MAIL SIGNATURE

Use the following steps to add a text signature to your e-mail account.

(1) Make sure you are in the Inbox Module (simply click on Inbox on top).

◯ UVC - Universal Village Collaboration Suite	
File View Message Messanger Go Tools Window Help	
🗇 Create Message 🥪 Reply 🦃 Reply All 🖙 Forward 🍅 Move to Folder 🧏 🔻 🌍 🗙 🇞 🗸 🏷 🔻 🎢 🐨 🖉 Create Ticket 🔍 Advanced Search 🛛 Show M	y Day
My Status Online Away Bury Invisible My Inbox V My Inbox V	
AlexUVC - Work Profile (Online) Message Folders	То

(2) Click on **Tools -> Account Settings**



(3) Click on **Signatures** and then click on **New** button.

Apply signature to Account Name New Messag Replies Universal Village Image:	Image: Second	Messenger	Signature:			
Account Name New Messag Replies Forwards Universal Village	Account Name New Messag Replies Forwards Universal Village	Rules and Filters Quick Actions	Signature			Delete Rename
Universal Village	Universal Village		Apply signature to			
Use This Template for Signature My new signature with banner	Use This Template for Signature My new signature with banner				Forwards	
😽 🚽 🛄 Arial 🗸 🗸 🗸 🛄				 		<u> </u>

(4) Rename your signature to the name you want (when you click on the new button you will either see Default or New as the name of the signature which you will need to change). Press the Enter key to save the name of your new signature.

Options and Preferences		×
Messenger Account Setup Signatures Rules and Fiters Quick Actions Vacation Responder	Signatures	New Delete Rename

(5) Next **select** the signature you want to "edit".

Under the **Apply signature to** option select which email account will be linked to that signature. Then select if that signature will be visible on **New Messages** and/or **Replies** and/or **Forwards**. Then select the font and font size and color you want for your signature.

Messenger Account Setup Signatures	Signatures				
 Rules and Filters Quick Actions Vacation Responder 	Signature New signature Aug 2nd 2017				New Delete Rename
	Apply signature to Account Name Universal Village	New Messages	Replies	Forwards	
Leave 3 or 4 lines of	Use This Template for Signature:	~ 10	✓ € B	ΙU	
space between the top of the signature and the beginning of your signature	Alex Blanchet UVC Coproration 613-656-3660 ext 1002 Ottawa				

(6) Once the above have been selected, put your cursor in the white rectangle. We recommend leaving at least 3 or 4 lines of spacing before you start typing your signature. This spacing will allow the necessary space to start composing your e-mail. This avoids moving your signature at the bottom each time you type a new email.

Start typing your signature.

Click the **OK** button to save.

Messenger	🗐 Signatures				
Account Setup Signatures Rules and Filters Quick Actions Vacation Responder	Signature New signature Aug 2nd 2017				New Delete Rename
	Apply signature to Account Name Universal Village	New Messages	Replies	Forwards	<u></u>
	Use This Template for Signa			ч <u>и п</u>	
	Alex Blanchet UVC Coproration 613-656-3660 ext 1002 Ottawa				

When you click on **New message** or **Reply** or **Forward** your text signature will be linked to the email account you selected in **step #5** of this section, with the extra spacing to compose your e-mail.

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