Overview

Now that you have migrated email to the DPU server and verified you can connect to your DePaul email account, there are a few additional steps you may need to take after the 12/2 switch over is complete.

This document has the following sections:

- 1) Setup Mobiles Devices (Tablets and Phones)
- 2) Create your email Signature
- 3) Add Outlook Rules

Change Log

Any changes to this document will be listed in this section.

12/1/2016: Initial Version

Section 1: Setup Mobile Devices (Tablets and Phones)

The University has extensive documentation on how to setup mobile devices for all the major platforms here: <u>https://offices.depaul.edu/information-services/services/email/Pages/Mobile-Devices.aspx</u>

Take note, before connecting your first mobile device (of any kind) you need to visit <u>https://activesync.depaul.edu</u> to enable your account for mobile access (CDM had this enabled by default).

Message you should see after enabling mobile access:



Section 2: Create your E-Mail Signature

Keep in mind, you Outlook may be configured for both your CDM and DePaul Accounts. This procedure will show you how to add a signature to your DePaul account through Outlook. You may also do so through <u>https://outlook.depaul.edu</u>

Step 1: Click File



Step 2: Select Options:



Step 3: Under "Mail", Select "Signatures"

	Outlook Options	×
General Mail	Change the settings for messages you create and receive.	<u></u>
Calendar	Compose messages	
People Tasks	Change the editing settings for messages.	ditor Options
Search Language	ABC Always check spelling before sending Spelling and	Autocorrect
Advanced Customize Ribbon	Ignore original message text in reply or forward	
Quick Access Toolbar	Create or modify signatures for messages.	Sig <u>n</u> atures

Step 4: Select your DePaul account under Accounts and assign a new or existing signature.

Signatures and Stationery	?	×	
E-mail Signature Personal Stationery			
Sele <u>c</u> t signature to edit Choose default signature			
Anthony Zoko E-mail account: azoko@depaul.edu		\sim	
New <u>m</u> essages: Anthony Zoko		\sim	
Replies/forwards: Anthony Zoko		~	
Delete New Save Rename			
Edit signature	_		
Calibri (Body) \bigvee 11 \bigvee B I U \boxtimes	8 8		
		^	
Thanks,			
Anthony Zoko			
Software Development Manager			
DePaul University			
College of Computing and Digital Media (CDM) <u>http://www.cdm.depaul.edu</u>			
		×	
ОК	Car	ncel	

Section 3: Add Outlook Rules

Finally, you may need to recreate rules you had in your CDM account in your DePaul Account.

1) Under the "Home Tab", select the Rules option and click "Manage Rules and Alerts"



 You can switch between the CDM and DePaul accounts to look at rules you've had in the past.