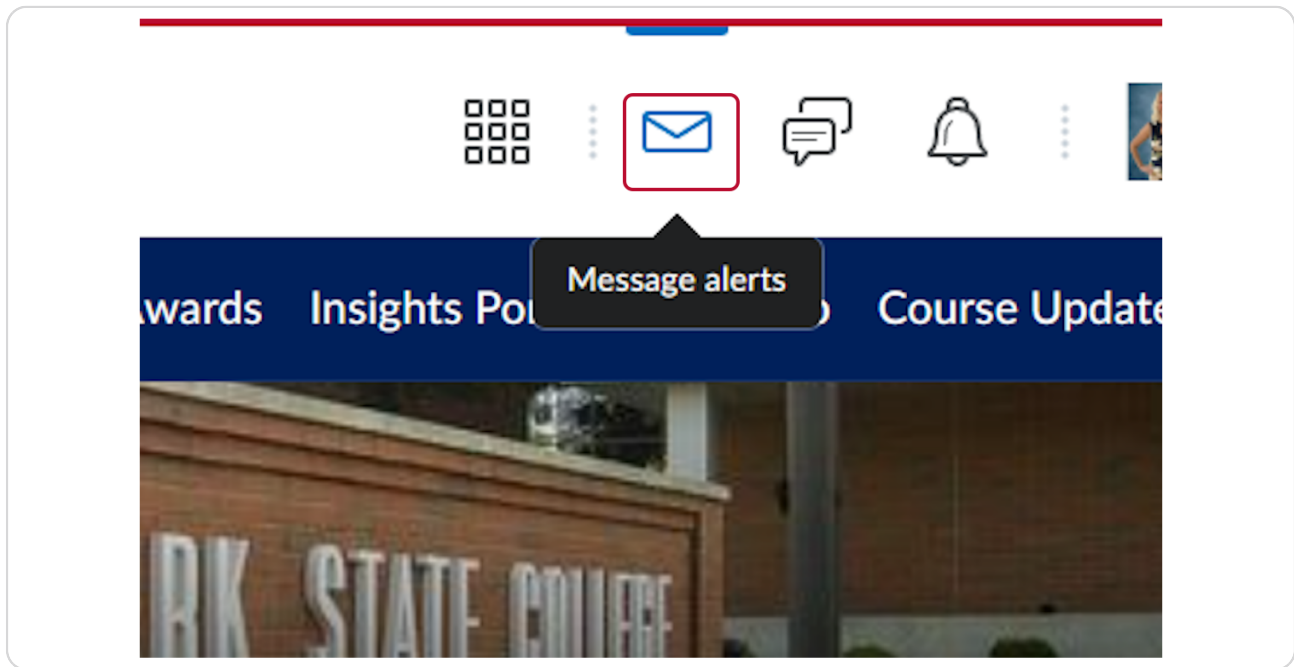


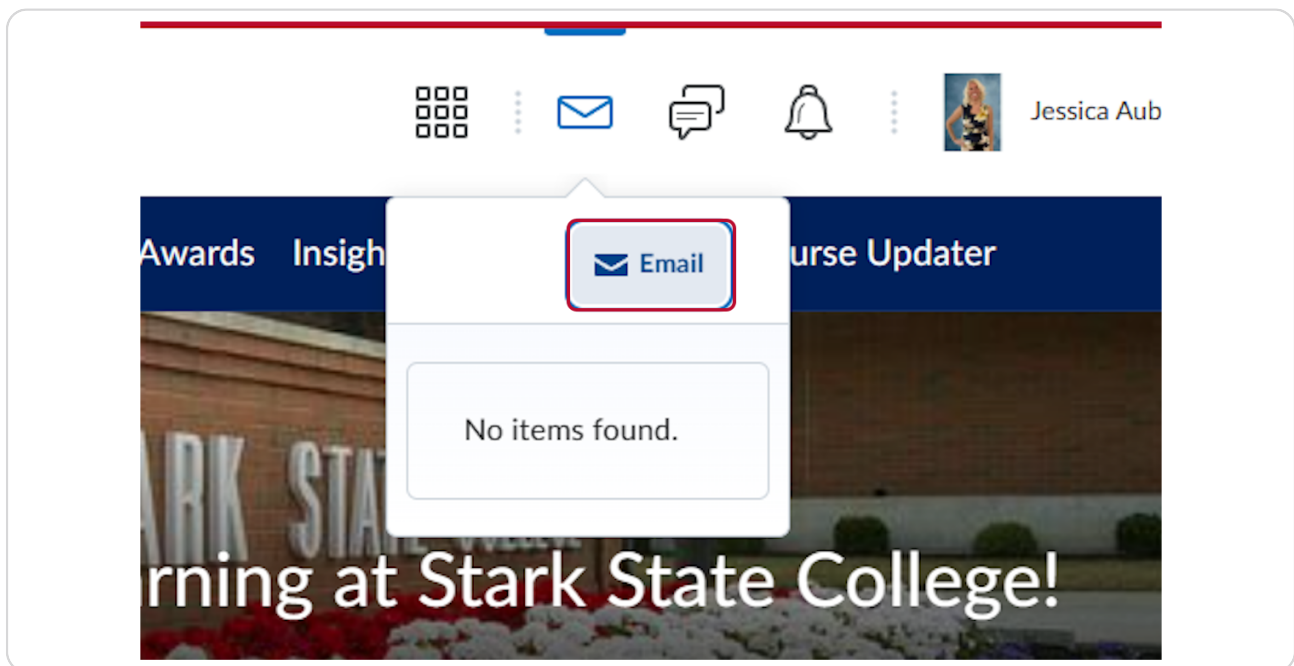
STEP 1

Click on Message alerts



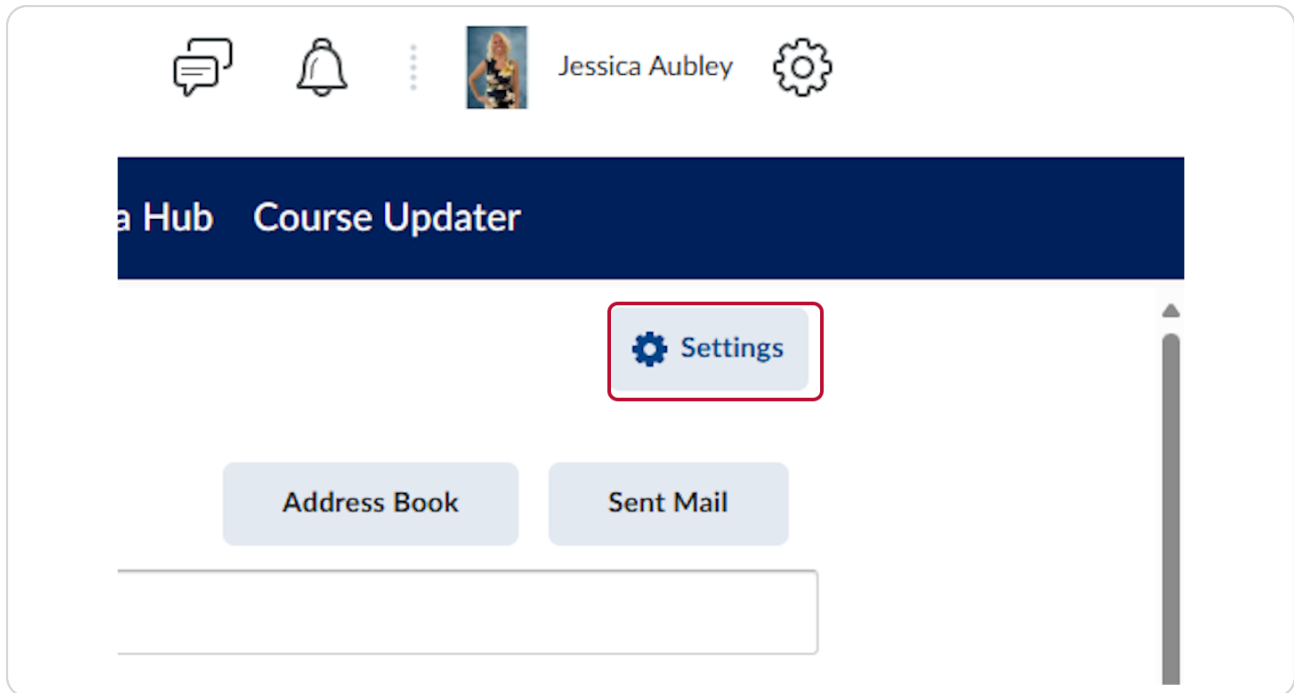
STEP 2

Click on Email



STEP 3

Click on Settings



STEP 4

Check Send a copy of each outgoing message to jaubley@starkstate.edu

STEP 5

Add your email signature

Email Signature

Paragraph ▾

B *I* U ▾ ~~A~~

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Best Regards,

Jessica Aubley, DPS

Instructional Designer and Technology Specialist • eStarkState

Adjunct Instructor • Computer Science and Information Systems

Display Options

STEP 6

Click on Save