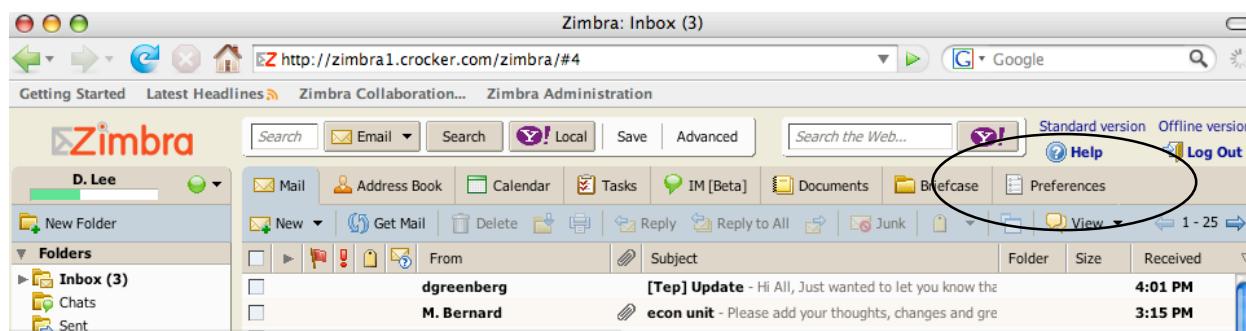


# Instructions to Add The School Email Disclaimer for all SES Mail Correspondences

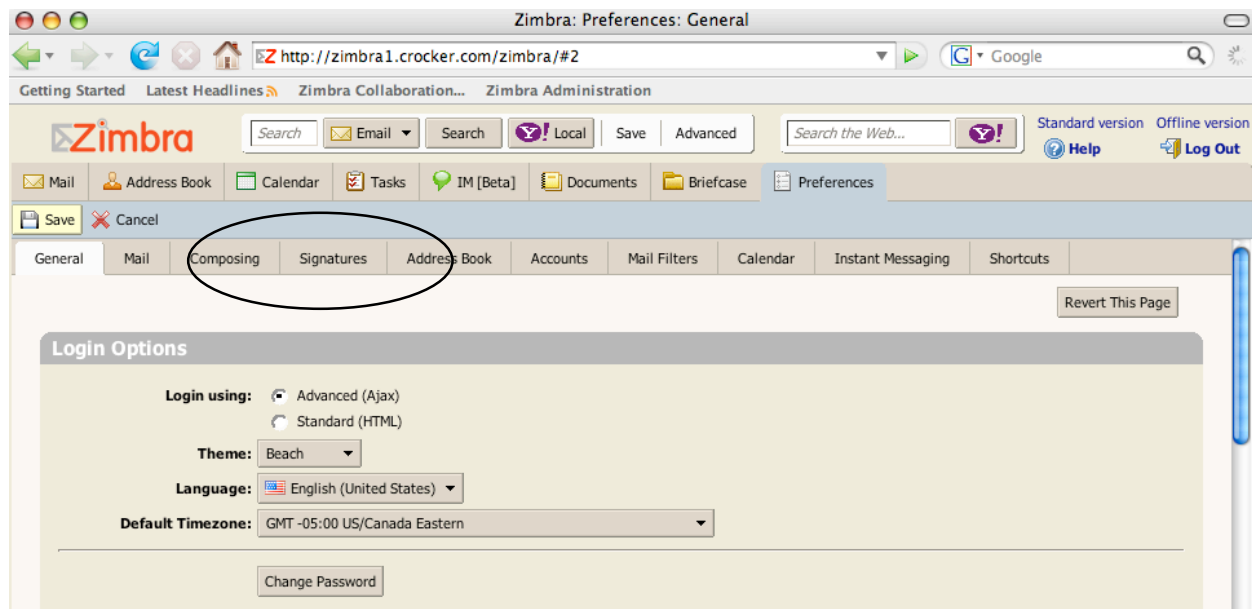
**Step 1:** Log into Zimbra.



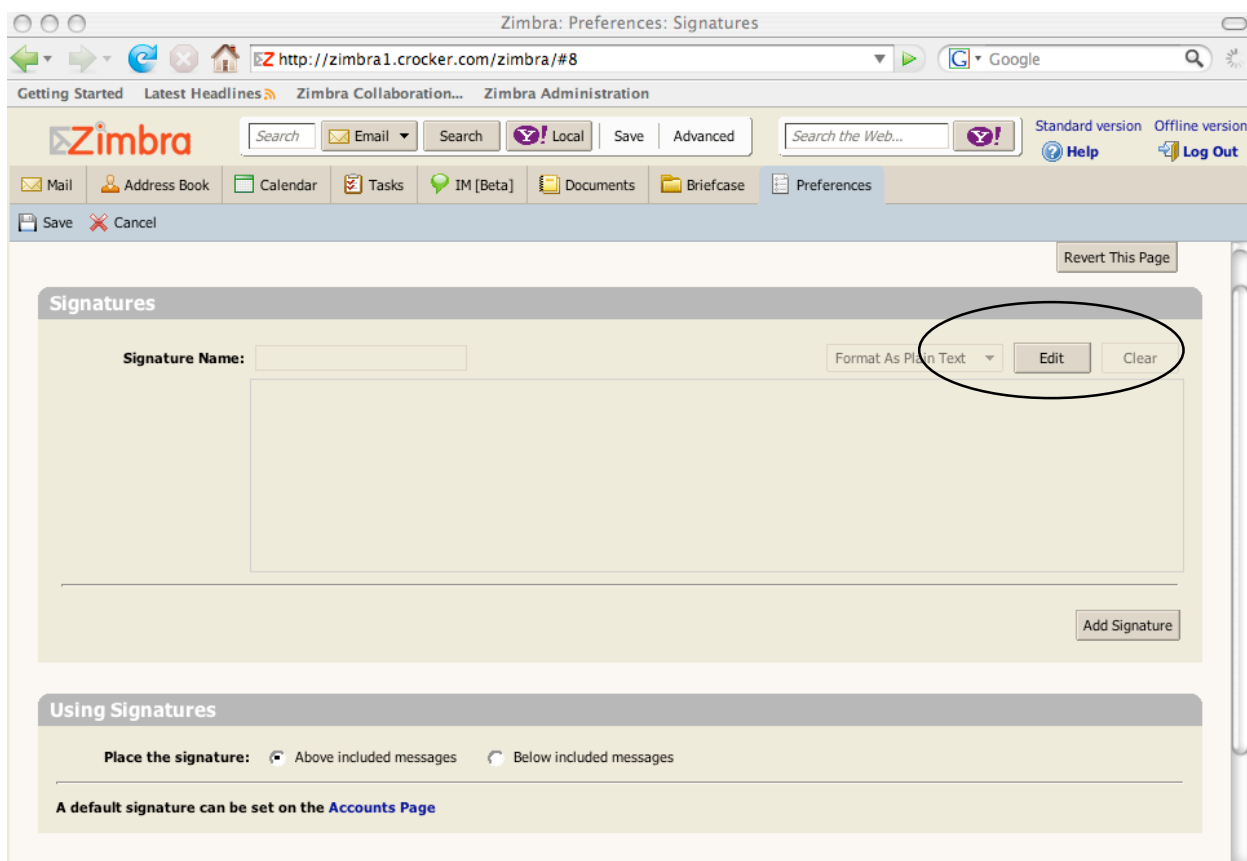
**Step 2:** Click on the Preferences tab.



**Step 3:** Click on the Signatures tab.



**Step 4:** Click on the Edit button.

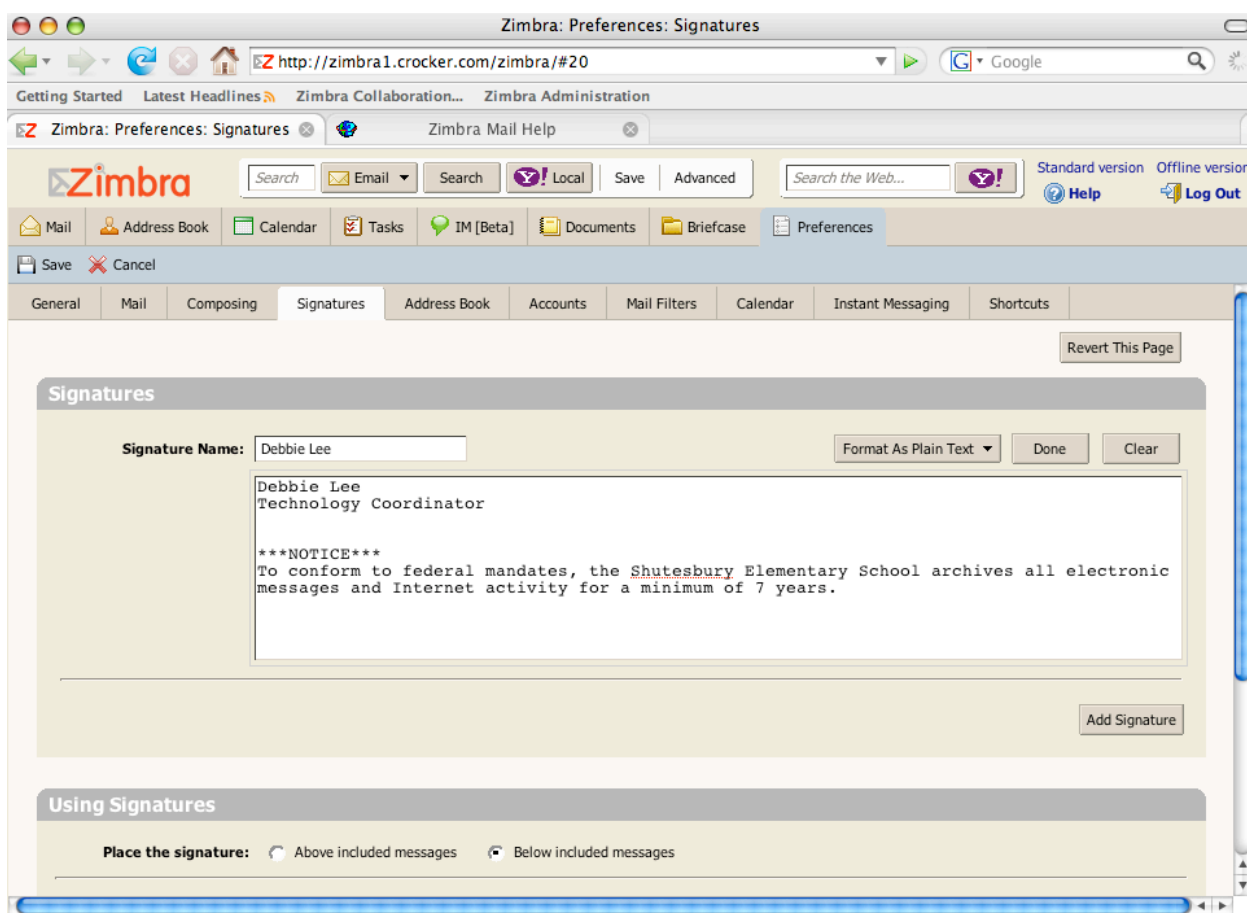


- Step 5:** Click into the Signature Name field and type your name.  
Click into the text box below the Signature Name field and enter the following:

Your Name  
Your Title

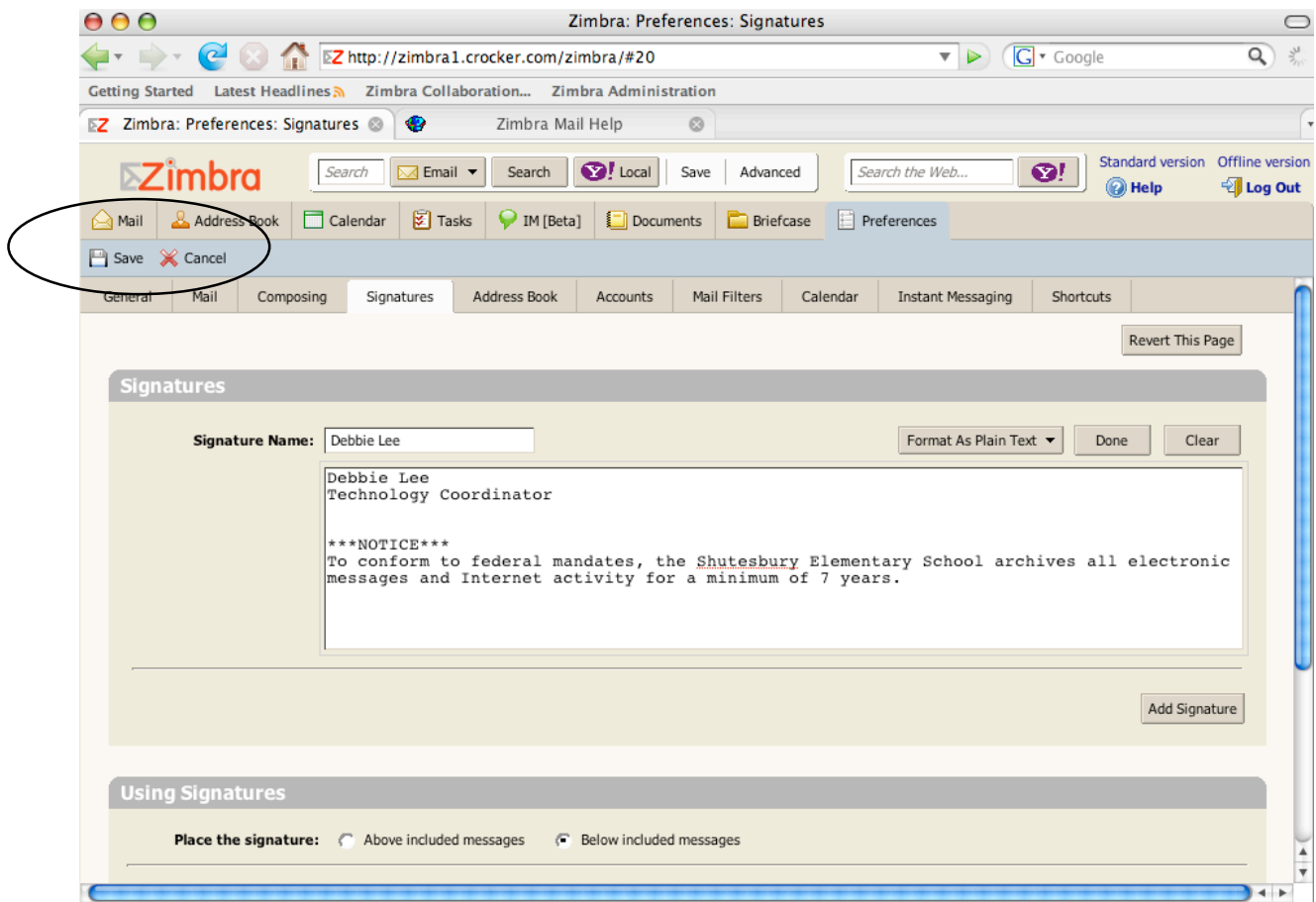
\*\*\*NOTICE\*\*\*

To conform to federal mandates, the Shutesbury Elementary School archives all electronic messages and Internet activity for a minimum of 7 years.

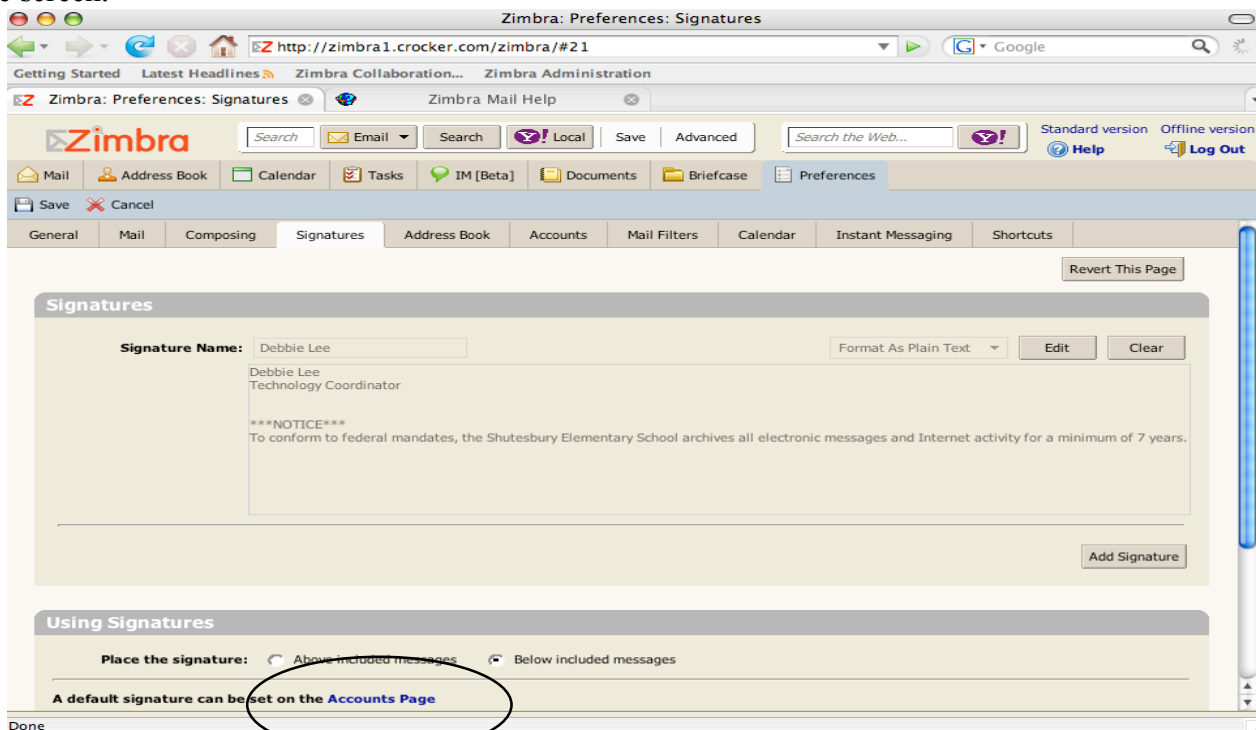


Click the "Below included messages" button.

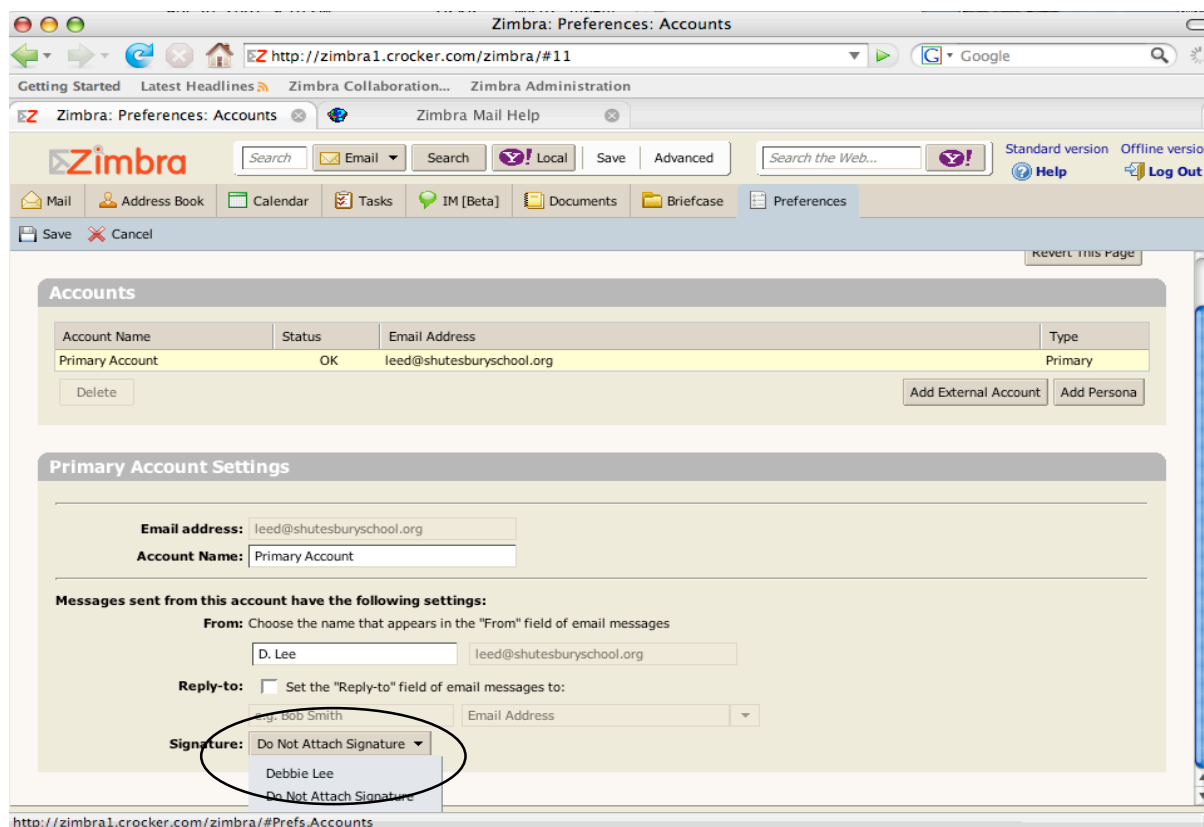
**Step 6:** Click the Save button.



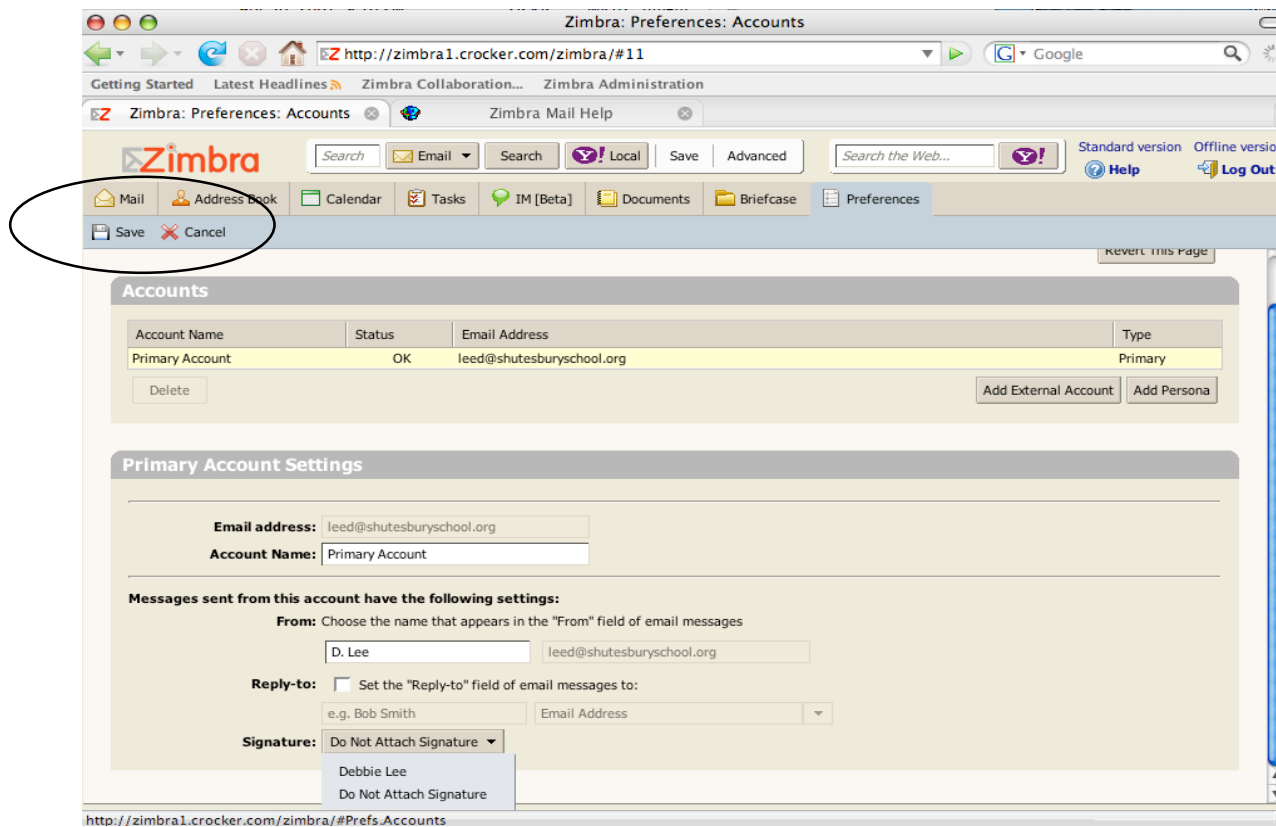
**Step 7:** Click on the Preferences tab again and click on the [Accounts Page](#) link at the bottom of the screen.



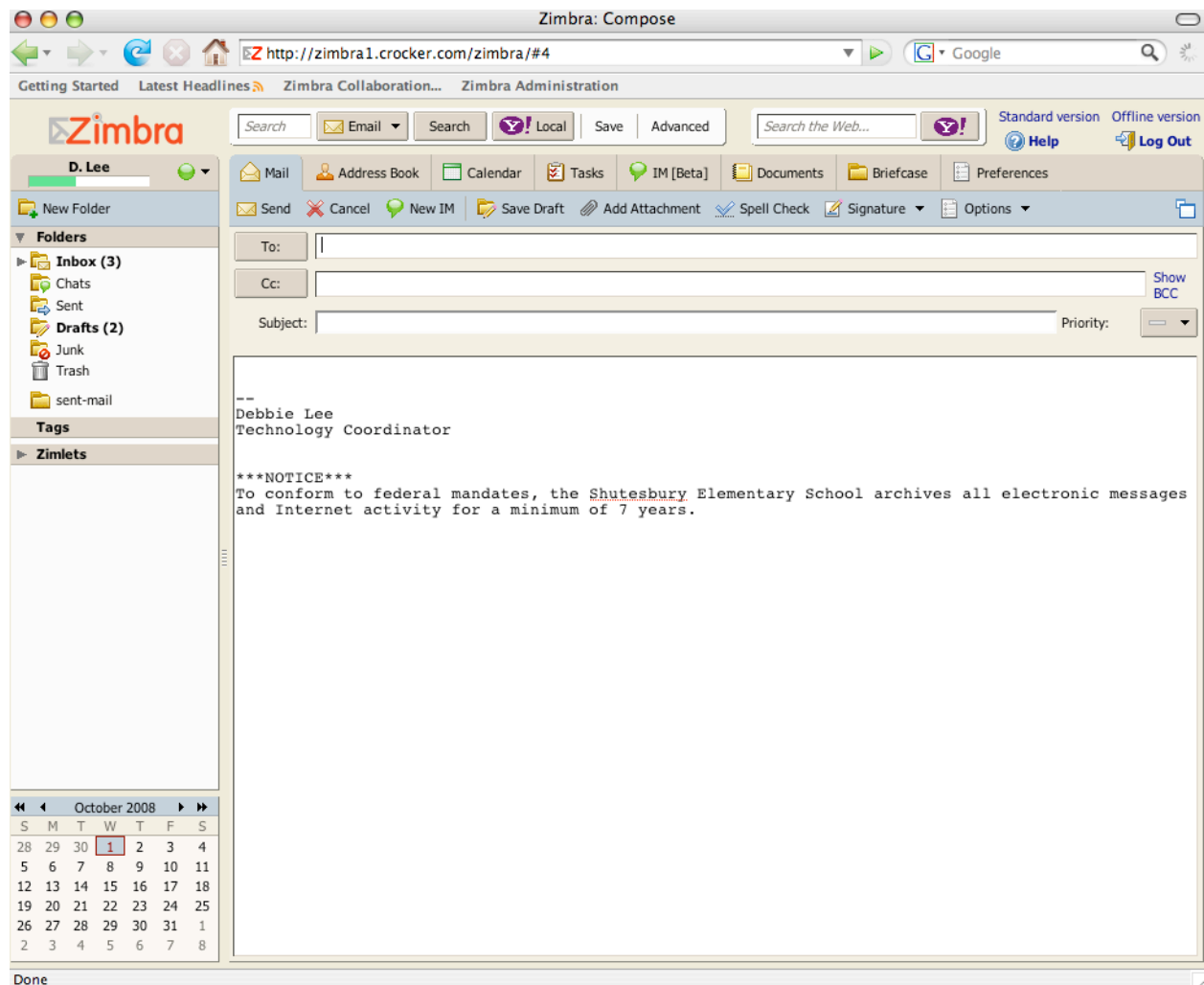
**Step 8:** Click on the down arrow next to Signature field and select your name



**Step 9:** Click the Save button.



From this point on, clicking on New Mail message will automatically include your signature and archiving notice.



Please let me know if you have any questions!  
Thanks.