



# Western Regional Center

## National Oceanic & Atmospheric Administration

U.S. Department of Commerce



## OCIO Systems Support Seattle IT Updates - July 2009

### Network User Name Change - update

We have started changing the user names in the Acquisition division and will move into the Finance division soon. The only change you should see is you will use your full email name to log onto your system. All your files, folders, and settings will remain the same.

### Remember not to send PII information

Just a reminder not to send Personally Identifiable Information (PII) through email or other non-secure systems, especially SSNs. Most NOAA forms have been modified to eliminate the SSN from the forms. Be especially cautious with any forms or data that have PII data that is not your own. ([Reference PDF from WFMO and OCIO](#))

If you have any questions or concerns, please call the Computer Helpdesk at 6377.

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### July Tech Tips

- **Creating a Signature File in Outlook**

As we start moving to Outlook as our new email client, I will share a few tips on how to use the features in Outlook

1. In a new message on the Message tab in the Include group, click Signature and then click Signatures.
2. On the E-mail Signature tab, click New.
3. Type a name for the signature (you can have several for different purposes), then click OK.
4. In the Edit signature box, type the text for the signature
5. Format the signature by selecting text and using the style and formatting buttons.
6. After you finish creating the signature, click OK.
7. You can insert the signature automatically under Choose default signature.
8. In the New Messages list select the signature you want.
9. If you want the signature to be included in replies and forwards, do the same in the Replies/forwards list. If not, select None.
10. You can also choose to insert the signature manually when you want it to appear.

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