

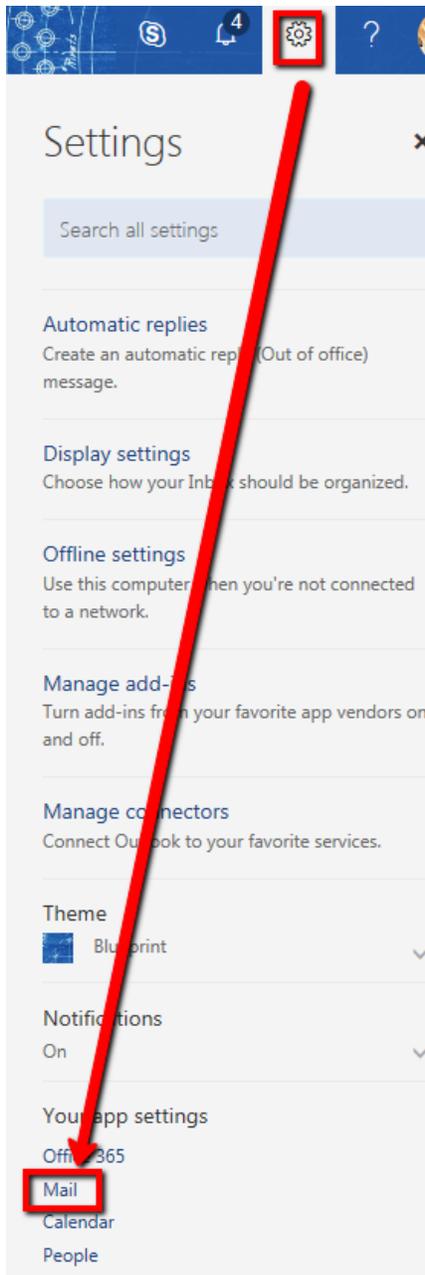
Before the migration to the single tenant, you should back up your email signature

How to back up your email signature

Log into your CLC email

Select settings on top right

Select Mail

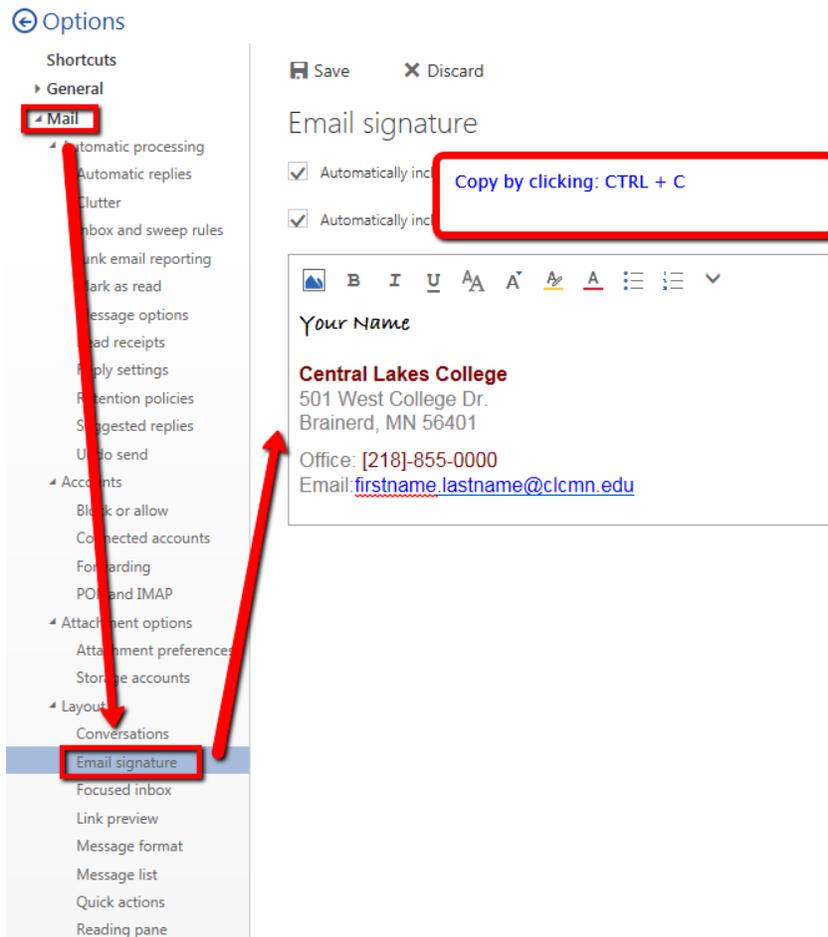


Under Mail

Select Email signature under layout

Highlight your signature

While highlighted press CTRL + C (to copy)



Open a blank Word Document

Select Paste or CTRL V (to paste).

Save this document

How to restore your email signature

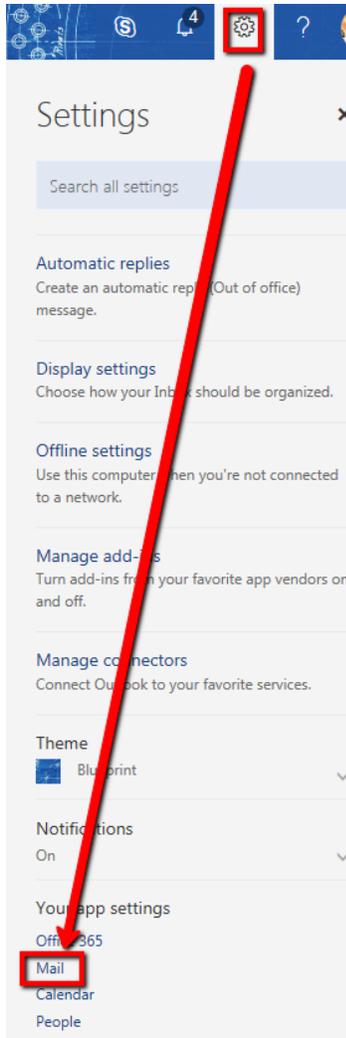
Once you log into the single tenant email by using this information below, you will repeat the process:

Username: YourStarID@minnstate.edu

Password: Your starID Password

Select settings on top right

Select Mail



Under Mail

Select Email signature under layout

Open the Word document with your saved signature

Highlight it

While highlighted Copy (CTRL + C)

Paste (CTRL + V) it into the email signature area.

Save