

How to Update Info in Outlook Email Signature

Using Xink Client in Windows

Please use the below instructions to update incorrect fields in your email signature.

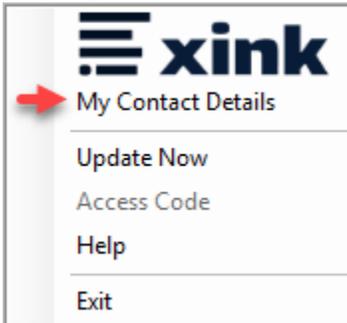
- Click the ^ icon that's located to the left of the System Tray icons to open the expanded tray.



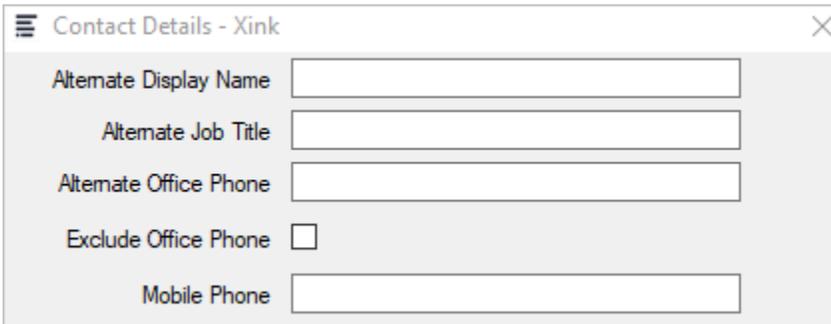
- Click the Xink icon.



- Click My Contact Details.



- You should see the below screen.

A screenshot of the Xink Contact Details form. The form is titled 'Contact Details - Xink' and has a close button (X) in the top right corner. It contains several input fields: 'Alternate Display Name', 'Alternate Job Title', 'Alternate Office Phone', and 'Mobile Phone'. There is also a checkbox labeled 'Exclude Office Phone'.

- By default, all the above fields are blank. However, these can be used to override/correct the information being populated by the system. There are also a couple other options. If you do not want an office phone number to show up in your signature, check the box for **Exclude Office Phone**. If you want your mobile phone included, simply type your number in the **Mobile Phone** field. Once you have updated the fields, click **Save** at the bottom of the form.
- The changes will go into effect the next time you open a new email or reply to an email.