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On the Mail page, in the Compose messages section, do either of the following: ●To display the E-mail Signature tab, click the Signatures button. ●To display the Personal Stationery tab, click the Stationery and Fonts button. To change the default font for outgoing messages 1.

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Outlook 2016 Shortcuts; This Shortcut Creates One of These; Ctrl+Shift+A: Appointment: Ctrl+Shift+C: Contact: Ctrl+Shift+L: Distribution list: Ctrl+Shift+E: Folder: Ctrl+Shift+M: Email message: Ctrl+Shift+N: Note: Ctrl+Shift+K: Task: Ctrl+Shift+Q: Meeting request: This Shortcut Switches To; Ctrl+1: Mail: Ctrl+2: Calendar: Ctrl+3: Contacts: Ctrl+4: Tasks: Ctrl+5: Notes: Ctrl+6: Folder List: Ctrl+7: Shortcuts: Ctrl+8

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Add an email account to Outlook - Office Support

Buried on page 6 in a side note is the following paragraph: "The app [Outlook 2016] that is described and depicted in images throughout this book is a standard desktop installation of Outlook 2016 on a Windows 10 computer configured to connect to a Microsoft Exchange account."

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