

ResCare

Helping people live their best life

Name

Title

ResCare, Inc.

Phone Number | [Email](#)



MAKE A LIVING.
MAKE A DIFFERENCE.

ResCare

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Update your ResCare Email Signature

Follow the steps below to make your email signature match the one above.

Step 1:

[Click here](#) to download the logos.

Step 2:

Identify which email application you most commonly use and follow the instructions on the coordinating pages:



Pages 2-4: GroupWise Client (desktop application, not WebAccess)



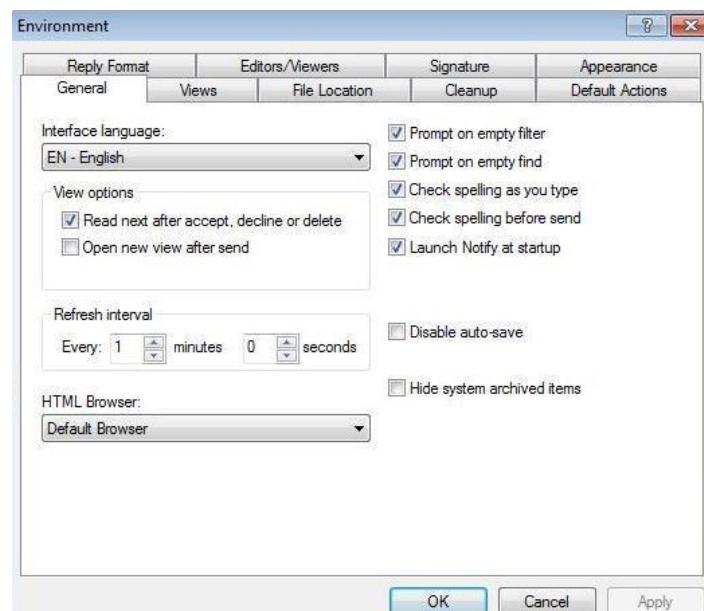
Pages 5-6: GroupWise WebAccess (web interface)

Directions for adding/updating an email signature to the GroupWise Client (desktop application, not WebAccess)

1. Log on to GroupWise.
2. Click on the Tools menus, and select Options. The window below will open:

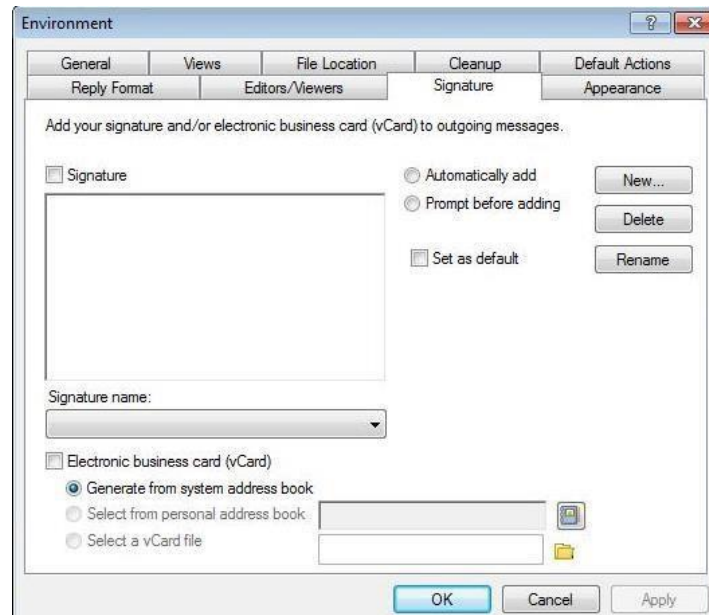


3. Double-click on the Environment icon. The window below will open:



Directions for adding/updating an email signature to the GroupWise Client (desktop application, not WebAccess)

4. Click on the **Signature** tab. The window below will open:



5. Place a check in the white box beside **Signature** by clicking on it.
6. Ensure that **Automatically add** is selected.
7. In the white space below **Signature**, enter your signature information and the Confidentiality Notice below:

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To add images, click the right arrow button above the signature box and choose appropriate files. Logo files (sized appropriately) are available for download [here](#).

8. Click **OK**.
9. Click **Close**.

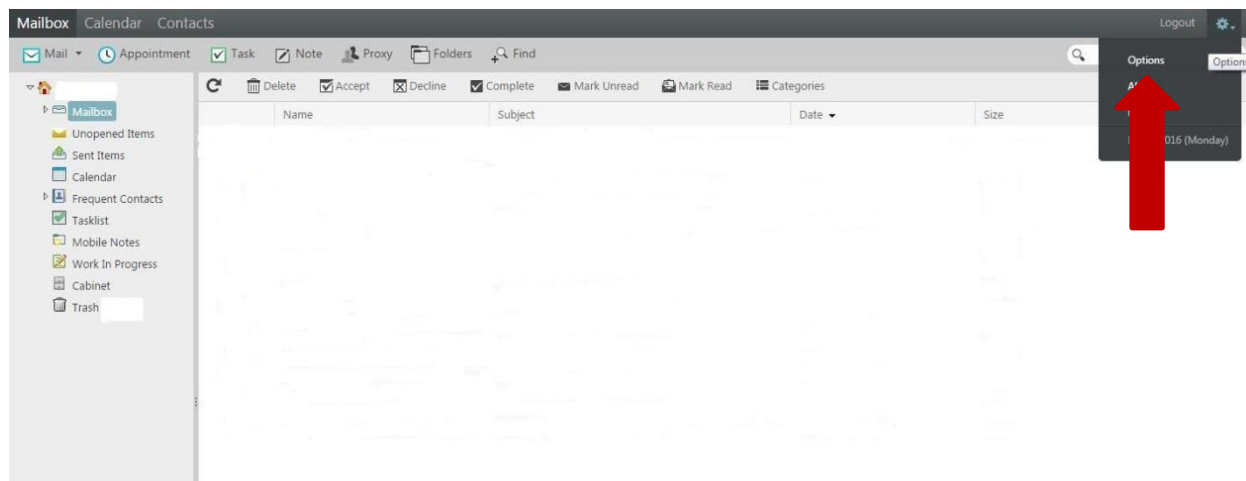
Directions for adding/updating an email signature to the GroupWise Client (desktop application, not WebAccess)

Your email signature will now appear at the bottom of every message you send.

Note: This is a Business account. No personal quotes from authors, personal messages, etc. should be displayed in the signature area or any other area of email messages.

Directions for adding/updating an email signature to the GroupWise WebAccess (web interface)

1. Log on to GroupWise WebAccess website webaccess.rescare.com.
2. Click the gear icon in the upper right corner of the screen.

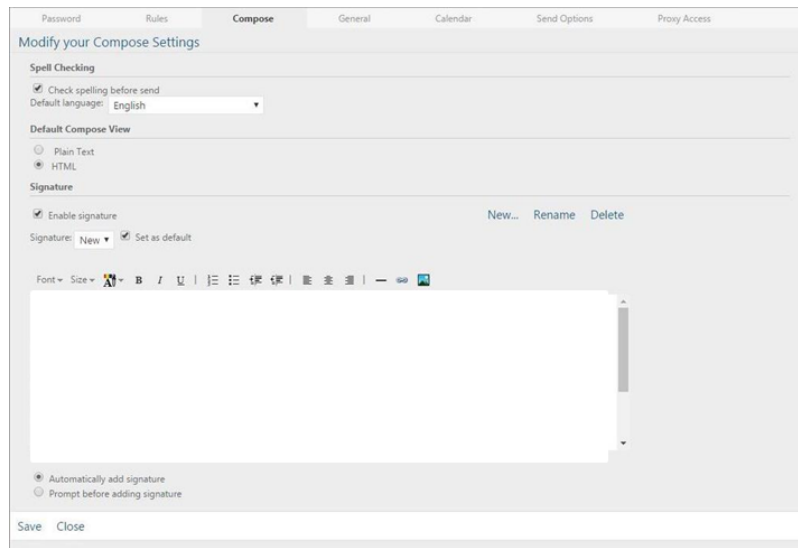


3. Click **Options**.
4. Click on the **Compose** tab.
5. Check the **Enable Signature** check box.
6. Enter your signature information and the Confidentiality Notice tag below:

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Directions for adding/updating an email signature to the GroupWise WebAccess (web interface)



7. Click **Automatically add signature**.

8. Click **Save**.

Your signature will be added to every outgoing email from this point.