Recorded Steps

This file contains all the steps and information that was recorded to help you describe the recorded steps to others.
Before sharing this file, you should verify the following:

- The steps below accurately describe the recording.
- There is no information below or on any screenshots that you do not want others to see.

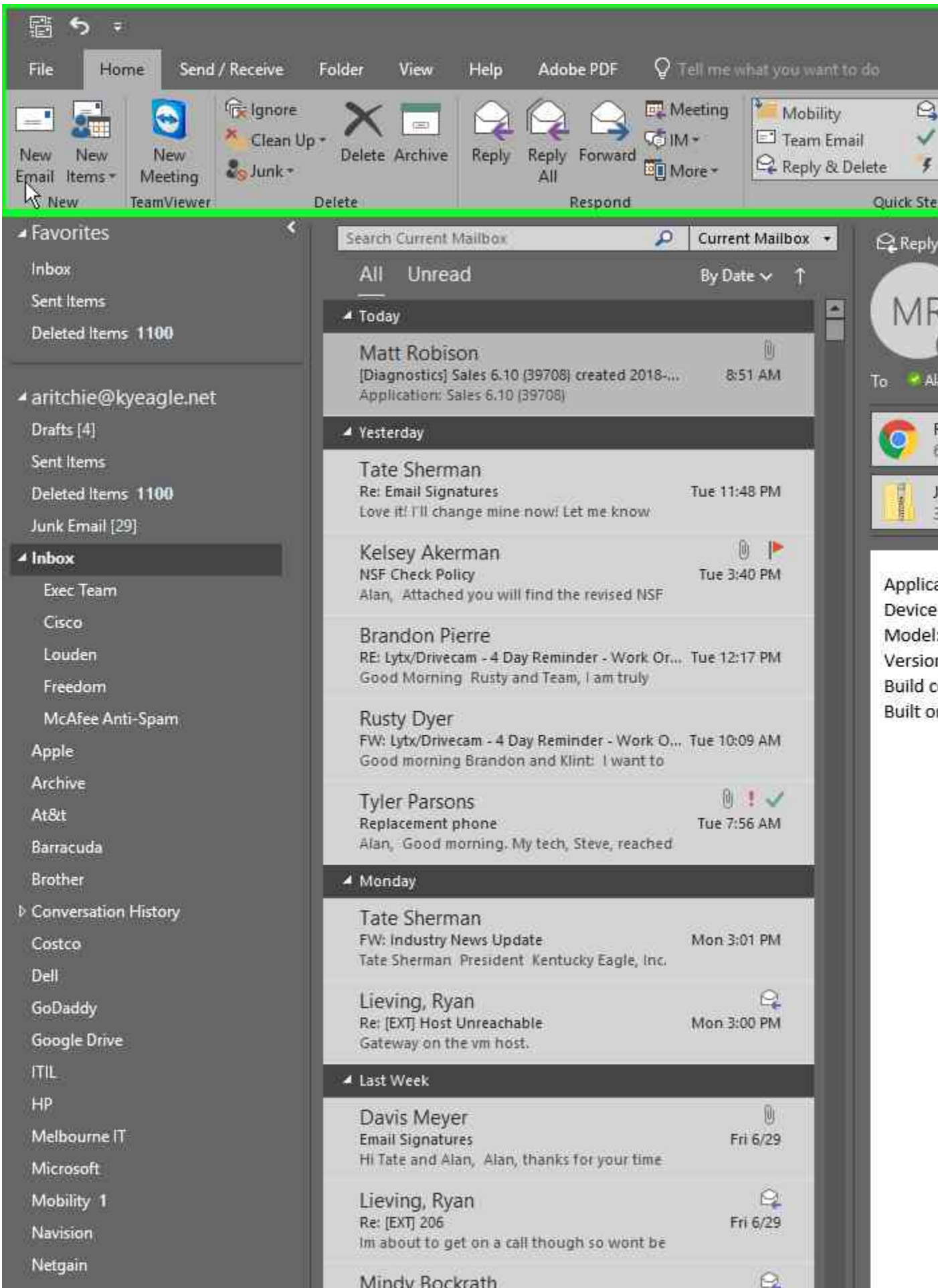
Passwords or any other text you typed were not recorded, except for function and shortcut keys that you used.
You can do the following:

- Review the recorded steps
- Review the recorded steps as a slide show
- Review the additional details

Steps

Previous Next

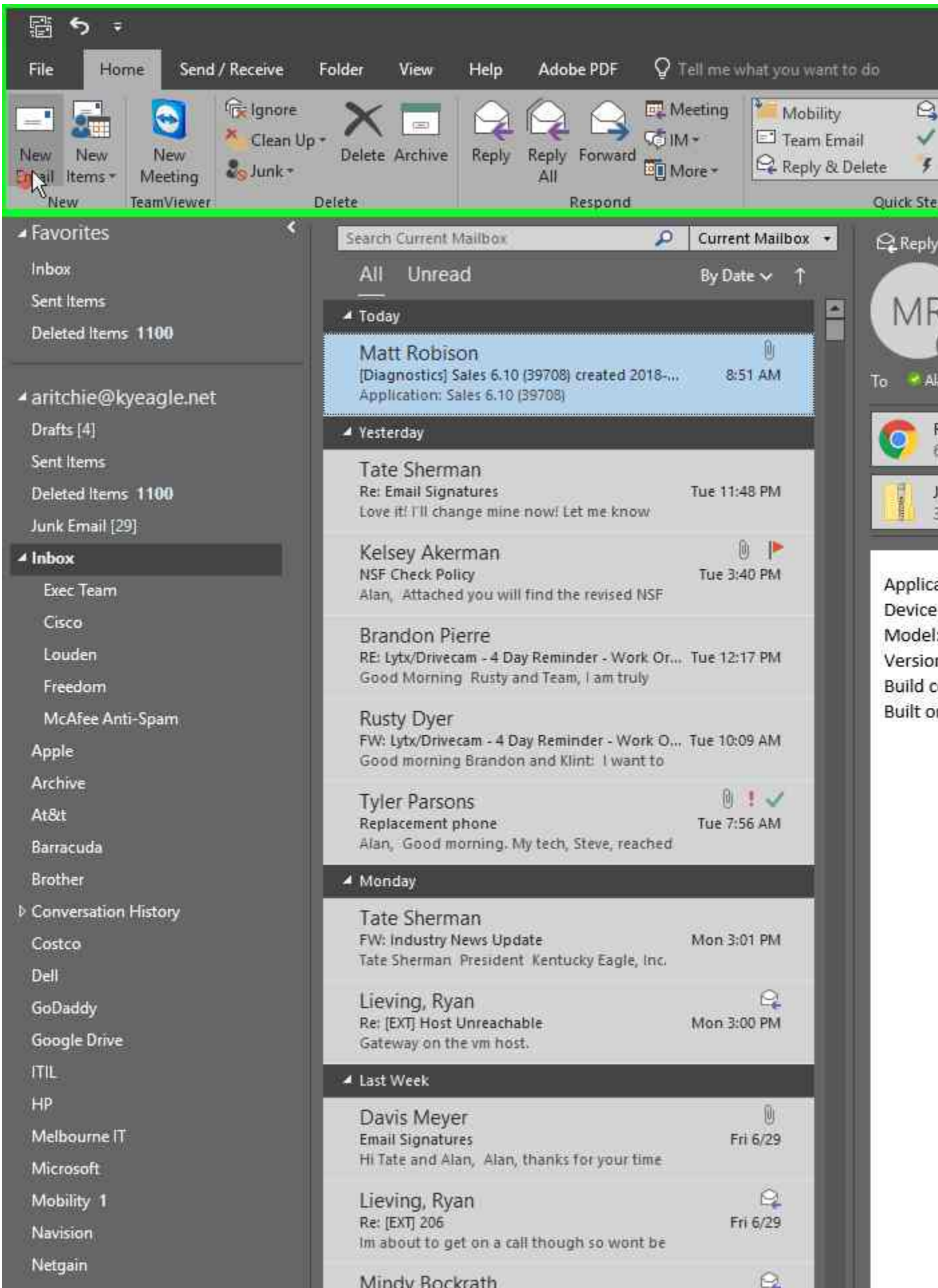
Step 1: (7/4/2018 1:54:58 PM) User left click on "New Email (Button)" in "Inbox - aritchie@kyeagle.net - Outlook"


File
Home
Send / Receive
Folder
View
Help
Adobe PDF
Tell me what you want to do
New Email
New Items
New Meeting
Ignore
Clean Up
Junk
Delete
Archive
Reply
Reply All
Forward
Meeting
IM
More
Mobility
Team Email
Reply & Delete
New
TeamViewer
Delete
Respond
Quick Ste
Favorites
Inbox
Sent Items
Deleted Items 1100
aritchie@kyeagle.net
Drafts [4]
Sent Items
Deleted Items 1100
Junk Email [29]
Inbox
Exec Team
Cisco
Louden
Freedom
McAfee Anti-Spam
Apple
Archive
At&t
Barracuda
Brother
Conversation History
Costco
Dell
GoDaddy
Google Drive
ITIL
HP
Melbourne IT
Microsoft
Mobility 1
Navision
Netgain
Search Current Mailbox
Current Mailbox
All
Unread
By Date
Today
Matt Robison
[Diagnostics] Sales 6.10 (39708) created 2018-...
8:51 AM
Application: Sales 6.10 (39708)
Yesterday
Tate Sherman
Re: Email Signatures
Tue 11:48 PM
Love it! I'll change mine now! Let me know
Kelsey Akerman
NSF Check Policy
Tue 3:40 PM
Alan, Attached you will find the revised NSF
Brandon Pierre
RE: Lytx/Drivecam - 4 Day Reminder - Work Or...
Tue 12:17 PM
Good Morning Rusty and Team, I am truly
Rusty Dyer
FW: Lytx/Drivecam - 4 Day Reminder - Work O...
Tue 10:09 AM
Good morning Brandon and Klint: I want to
Tyler Parsons
Replacement phone
Tue 7:56 AM
Alan, Good morning. My tech, Steve, reached
Monday
Tate Sherman
FW: Industry News Update
Mon 3:01 PM
Tate Sherman President Kentucky Eagle, Inc.
Lieving, Ryan
Re: [EXT] Host Unreachable
Mon 3:00 PM
Gateway on the vm host.
Last Week
Davis Meyer
Email Signatures
Fri 6/29
Hi Tate and Alan, Alan, thanks for your time
Lieving, Ryan
Re: [EXT] 206
Fri 6/29
Im about to get on a call though so wont be
Mindy Bockrath
Reply
To
Applica
Device
Model
Versio
Build o
Built o

Step 1 screenshot.

Previous Next

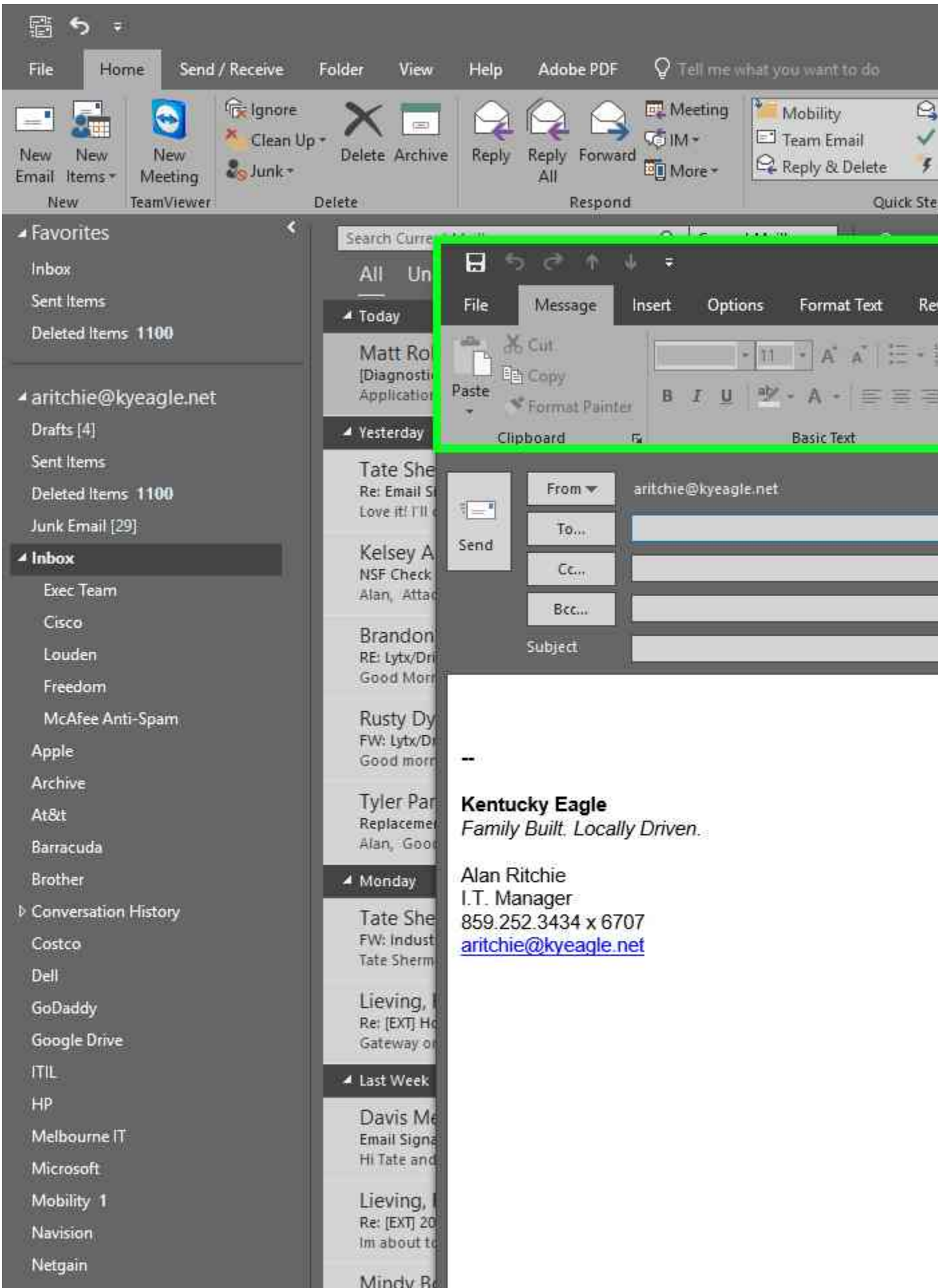
Step 2: (7/4/2018 1:54:58 PM) User left click on "New Email (Button)" in "Inbox - aritchie@kyeagle.net - Outlook"


File
Home
Send / Receive
Folder
View
Help
Adobe PDF
Tell me what you want to do
New Email
New Items
New Meeting
Ignore
Clean Up
Junk
Delete
Archive
Reply
Reply All
Forward
Meeting
IM
More
Mobility
Team Email
Reply & Delete
New
TeamViewer
Delete
Respond
Quick Ste
Favorites
Inbox
Sent Items
Deleted Items 1100
aritchie@kyeagle.net
Drafts [4]
Sent Items
Deleted Items 1100
Junk Email [29]
Inbox
Exec Team
Cisco
Louden
Freedom
McAfee Anti-Spam
Apple
Archive
At&t
Barracuda
Brother
Conversation History
Costco
Dell
GoDaddy
Google Drive
ITIL
HP
Melbourne IT
Microsoft
Mobility 1
Navision
Netgain
Search Current Mailbox
Current Mailbox
All
Unread
By Date
Today
Matt Robison
[Diagnostics] Sales 6.10 (39708) created 2018-...
8:51 AM
Application: Sales 6.10 (39708)
Yesterday
Tate Sherman
Re: Email Signatures
Tue 11:48 PM
Love it! I'll change mine now! Let me know
Kelsey Akerman
NSF Check Policy
Tue 3:40 PM
Alan, Attached you will find the revised NSF
Brandon Pierre
RE: Lytx/Drivecam - 4 Day Reminder - Work Or...
Tue 12:17 PM
Good Morning Rusty and Team, I am truly
Rusty Dyer
FW: Lytx/Drivecam - 4 Day Reminder - Work O...
Tue 10:09 AM
Good morning Brandon and Klint: I want to
Tyler Parsons
Replacement phone
Tue 7:56 AM
Alan, Good morning. My tech, Steve, reached
Monday
Tate Sherman
FW: Industry News Update
Mon 3:01 PM
Tate Sherman President Kentucky Eagle, Inc.
Lieving, Ryan
Re: [EXT] Host Unreachable
Mon 3:00 PM
Gateway on the vm host.
Last Week
Davis Meyer
Email Signatures
Fri 6/29
Hi Tate and Alan, Alan, thanks for your time
Lieving, Ryan
Re: [EXT] 206
Fri 6/29
Im about to get on a call though so wont be
Mindy Bockrath
Reply
To

Step 2 screenshot.

Previous Next

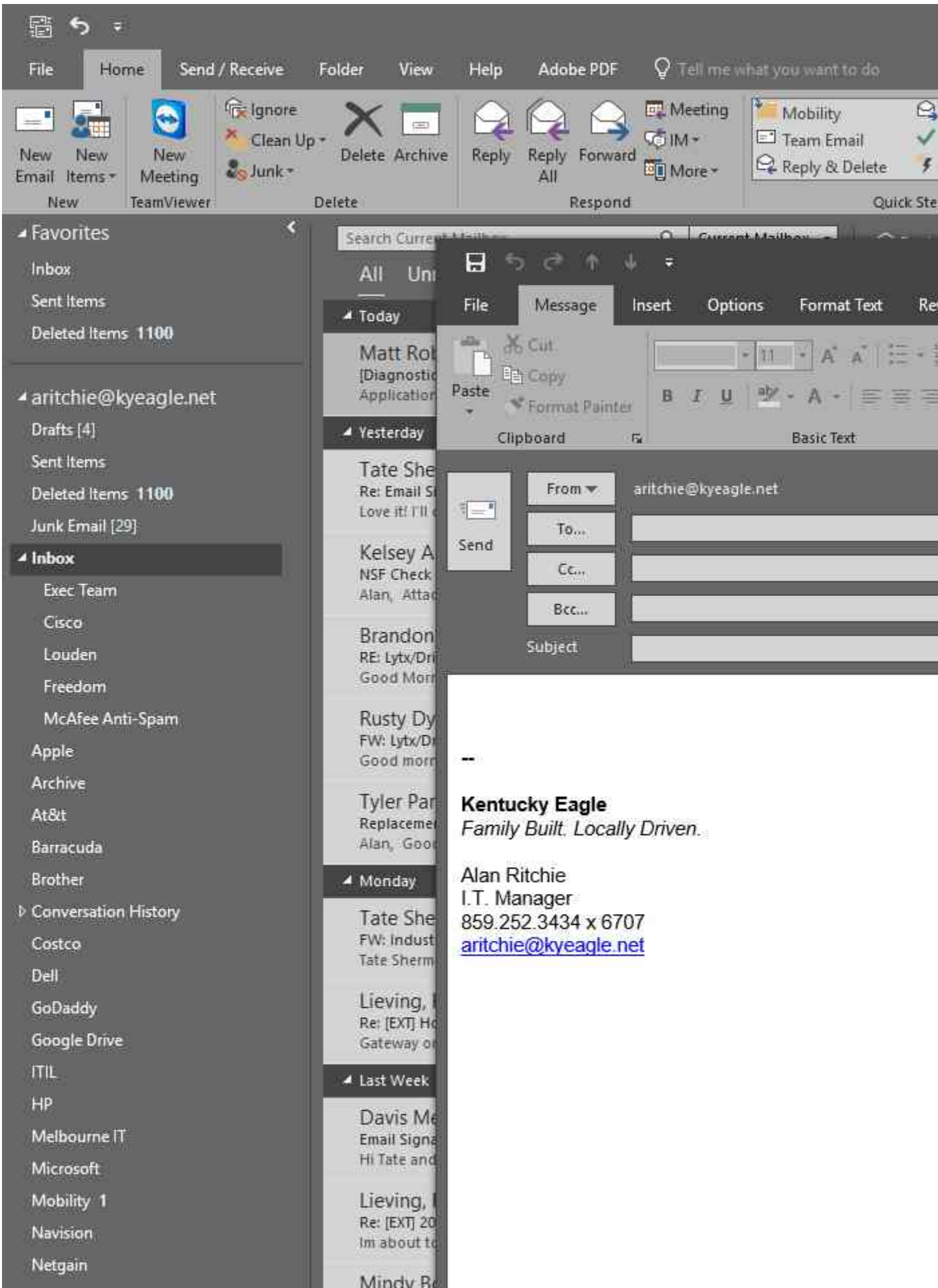
Step 3: (7/4/2018 1:55:03 PM) User left click on "Signature (Menu Item)" in "Untitled - Message (HTML) "


File
Home
Send / Receive
Folder
View
Help
Adobe PDF
Tell me what you want to do
New Email
New Items
New Meeting
Ignore
Clean Up
Junk
Delete
Archive
Reply
Reply All
Forward
Meeting
IM
More
Mobility
Team Email
Reply & Delete
New
TeamViewer
Delete
Respond
Quick Ste
Favorites
Inbox
Sent Items
Deleted Items 1100
aritchie@kyeagle.net
Drafts [4]
Sent Items
Deleted Items 1100
Junk Email [29]
Inbox
Exec Team
Cisco
Louden
Freedom
McAfee Anti-Spam
Apple
Archive
At&t
Barracuda
Brother
Conversation History
Costco
Dell
GoDaddy
Google Drive
ITIL
HP
Melbourne IT
Microsoft
Mobility 1
Navision
Netgain
Search Curre
All
Un
Today
Matt Ro
[Diagnosti
Applicatio
Yesterday
Tate She
Re: Email Si
Love it! I'll
Kelsey A
NSF Check
Alan, Attac
Brandon
RE: Lytx/Dri
Good Mor
Rusty Dy
FW: Lytx/Dr
Good morr
Tyler Par
Replacemer
Alan, Goo
Monday
Tate She
FW: Indust
Tate Sherm
Lieving,
Re: [EXT] Ho
Gateway o
Last Week
Davis Me
Email Signa
Hi Tate and
Lieving,
Re: [EXT] 20
Im about to
Mindy Re
File
Message
Insert
Options
Format Text
Re
Paste
Cut
Copy
Format Painter
Clipboard
Basic Text
Send
From
aritchie@kyeagle.net
To...
Cc...
Bcc...
Subject
--
Kentucky Eagle
Family Built. Locally Driven.
Alan Ritchie
I.T. Manager
859.252.3434 x 6707
aritchie@kyeagle.net

Step 3 screenshot.

Previous Next

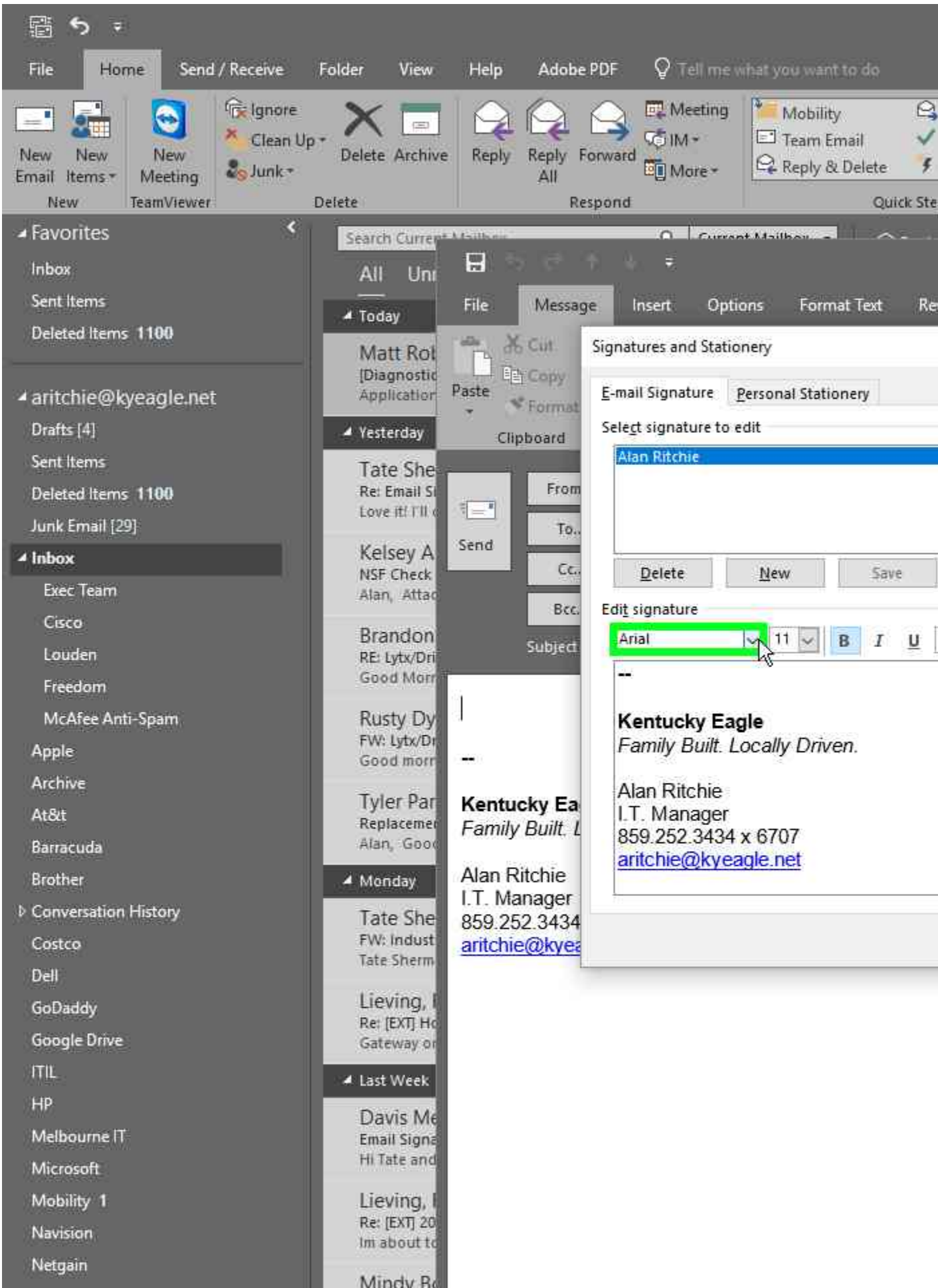
Step 4: (7/4/2018 1:55:04 PM) User left clicked


File
Home
Send / Receive
Folder
View
Help
Adobe PDF
Tell me what you want to do
New Email
New Items
New Meeting
Ignore
Clean Up
Junk
Delete
Archive
Reply
Reply All
Forward
Meeting
IM
More
Mobility
Team Email
Reply & Delete
New
TeamViewer
Delete
Respond
Quick Ste
Favorites
Inbox
Sent Items
Deleted Items 1100
aritchie@kyeagle.net
Drafts [4]
Sent Items
Deleted Items 1100
Junk Email [29]
Inbox
Exec Team
Cisco
Louden
Freedom
McAfee Anti-Spam
Apple
Archive
At&t
Barracuda
Brother
Conversation History
Costco
Dell
GoDaddy
Google Drive
ITIL
HP
Melbourne IT
Microsoft
Mobility 1
Navision
Netgain
Search Current Mailbox
Current Mailbox
All
Today
Yesterday
Monday
Last Week
File
Message
Insert
Options
Format Text
Cut
Copy
Format Painter
Paste
Clipboard
Basic Text
Send
From
aritchie@kyeagle.net
To...
Cc...
Bcc...
Subject
--
Kentucky Eagle
Family Built. Locally Driven.
Alan Ritchie
I.T. Manager
859.252.3434 x 6707
aritchie@kyeagle.net

Step 4 screenshot.

Previous Next

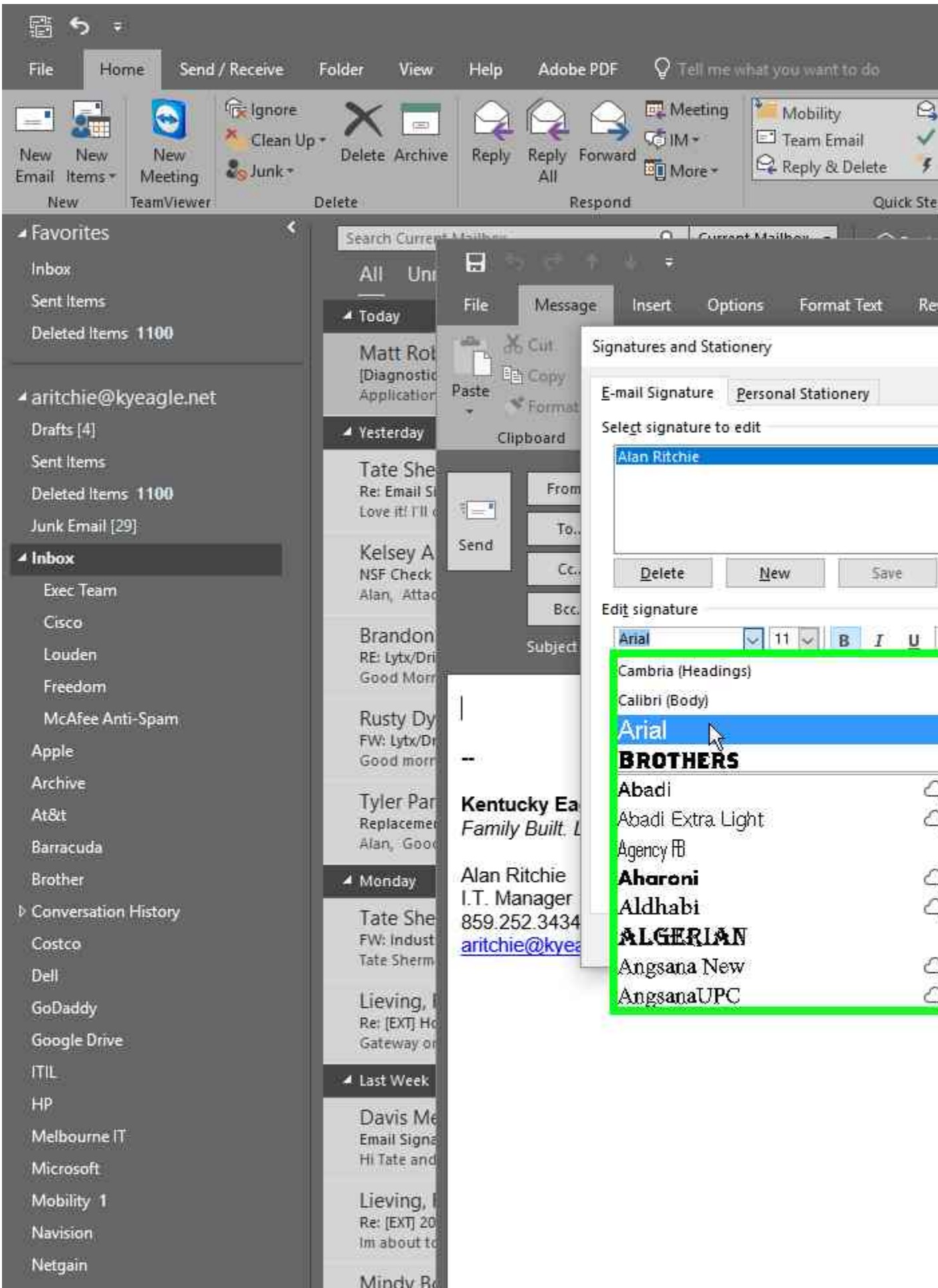
Step 5: (7/4/2018 1:55:05 PM) User left click on "Font (combo box)" in "Signatures and Stationery"


File
Home
Send / Receive
Folder
View
Help
Adobe PDF
Tell me what you want to do
New Email
New Items
New Meeting
Ignore
Clean Up
Junk
Delete
Archive
Reply
Reply All
Forward
Meeting
IM
More
Mobility
Team Email
Reply & Delete
New
TeamViewer
Delete
Respond
Favorites
Inbox
Sent Items
Deleted Items 1100
aritchie@kyeagle.net
Drafts [4]
Sent Items
Deleted Items 1100
Junk Email [29]
Inbox
Exec Team
Cisco
Louden
Freedom
McAfee Anti-Spam
Apple
Archive
At&t
Barracuda
Brother
Conversation History
Costco
Dell
GoDaddy
Google Drive
ITIL
HP
Melbourne IT
Microsoft
Mobility 1
Navision
Netgain
Search Current Mailbox
All
Unr
Today
Yesterday
Monday
Last Week
Matt Rol
[Diagnostic
Applicatior
Tate She
Re: Email Si
Love it! I'll
Kelsey A
NSF Check
Alan, Attac
Brandon
RE: Lytx/Dri
Good Morr
Rusty Dy
FW: Lytx/Dr
Good morr
Tyler Par
Replacemer
Alan, Gooc
Tate She
FW: Indust
Tate Sherm
Lieving,
Re: [EXT] Ho
Gateway or
Davis Me
Email Signa
Hi Tate and
Lieving,
Re: [EXT] 20
Im about to
Mindy Bo
File
Message
Insert
Options
Format Text
Re
Cut
Copy
Format
Paste
Clipboard
Send
From
To..
Cc..
Bcc..
Subject
--
Kentucky Ea
Family Built. L
Alan Ritchie
I.T. Manager
859.252.3434
aritchie@kyea
Signatures and Stationery
E-mail Signature
Personal Stationery
Select signature to edit
Alan Ritchie
Delete
New
Save
Edit signature
Arial
11
B
I
U
--
Kentucky Eagle
Family Built. Locally Driven.
Alan Ritchie
I.T. Manager
859.252.3434 x 6707
aritchie@kyeagle.net

Step 5 screenshot.

Previous Next

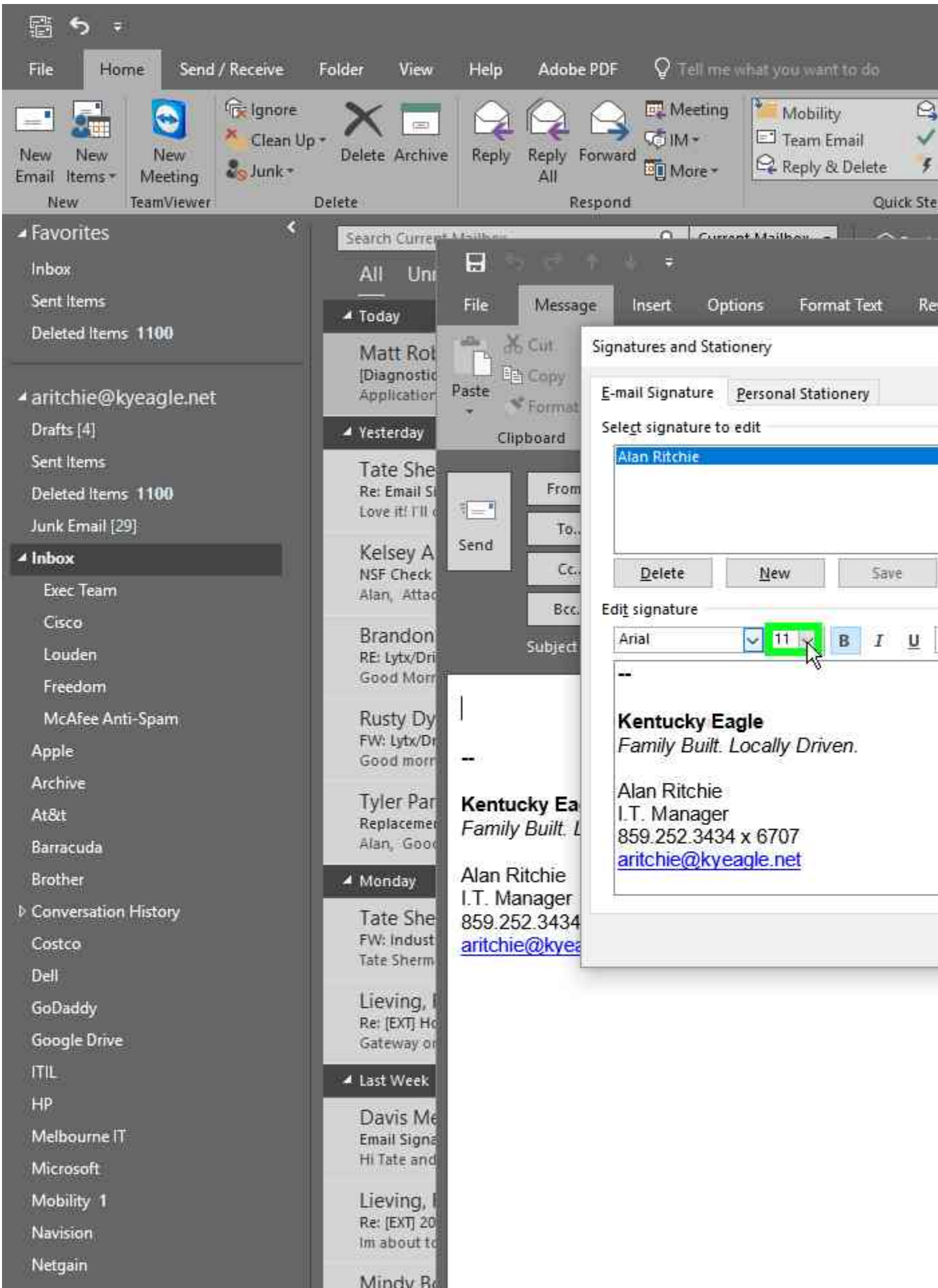
Step 6: (7/4/2018 1:55:07 PM) User left click on "Arial (list item)"


File
Home
Send / Receive
Folder
View
Help
Adobe PDF
Tell me what you want to do
New Email
New Items
New Meeting
Ignore
Clean Up
Junk
Delete
Archive
Reply
Reply All
Forward
Meeting
IM
More
Mobility
Team Email
Reply & Delete
New
TeamViewer
Delete
Respond
Favorites
Inbox
Sent Items
Deleted Items 1100
aritchie@kyeagle.net
Drafts [4]
Sent Items
Deleted Items 1100
Junk Email [29]
Inbox
Exec Team
Cisco
Louden
Freedom
McAfee Anti-Spam
Apple
Archive
At&t
Barracuda
Brother
Conversation History
Costco
Dell
GoDaddy
Google Drive
ITIL
HP
Melbourne IT
Microsoft
Mobility 1
Navision
Netgain
Search Current Mailbox
All
Unr
Today
Yesterday
Monday
Last Week
Matt Rol
[Diagnostic
Applicatior
Tate She
Re: Email Si
Love it! I'll
Kelsey A
NSF Check
Alan, Attac
Brandon
RE: Lytx/Dri
Good Morr
Rusty Dy
FW: Lytx/Dr
Good morr
Tyler Par
Replacemer
Alan, Gooc
Tate She
FW: Indust
Tate Sherm
Lieving,
Re: [EXT] Ho
Gateway or
Davis Me
Email Signa
Hi Tate and
Lieving,
Re: [EXT] 20
Im about to
Mindy Bo
File
Message
Insert
Options
Format Text
Re
Paste
Cut
Copy
Format
Clipboard
Send
From
To..
Cc..
Bcc..
Subject
--
Kentucky Ea
Family Built. L
Alan Ritchie
I.T. Manager
859.252.3434
aritchie@kyea
Signatures and Stationery
E-mail Signature
Personal Stationery
Select signature to edit
Alan Ritchie
Delete
New
Save
Edit signature
Arial
11
B
I
U
Cambria (Headings)
Calibri (Body)
Arial
BROTHERS
Abadi
Abadi Extra Light
Agency FB
Aharoni
Aldhabi
ALGERIAN
Angsana New
AngsanaUPC

Step 6 screenshot.

Previous Next

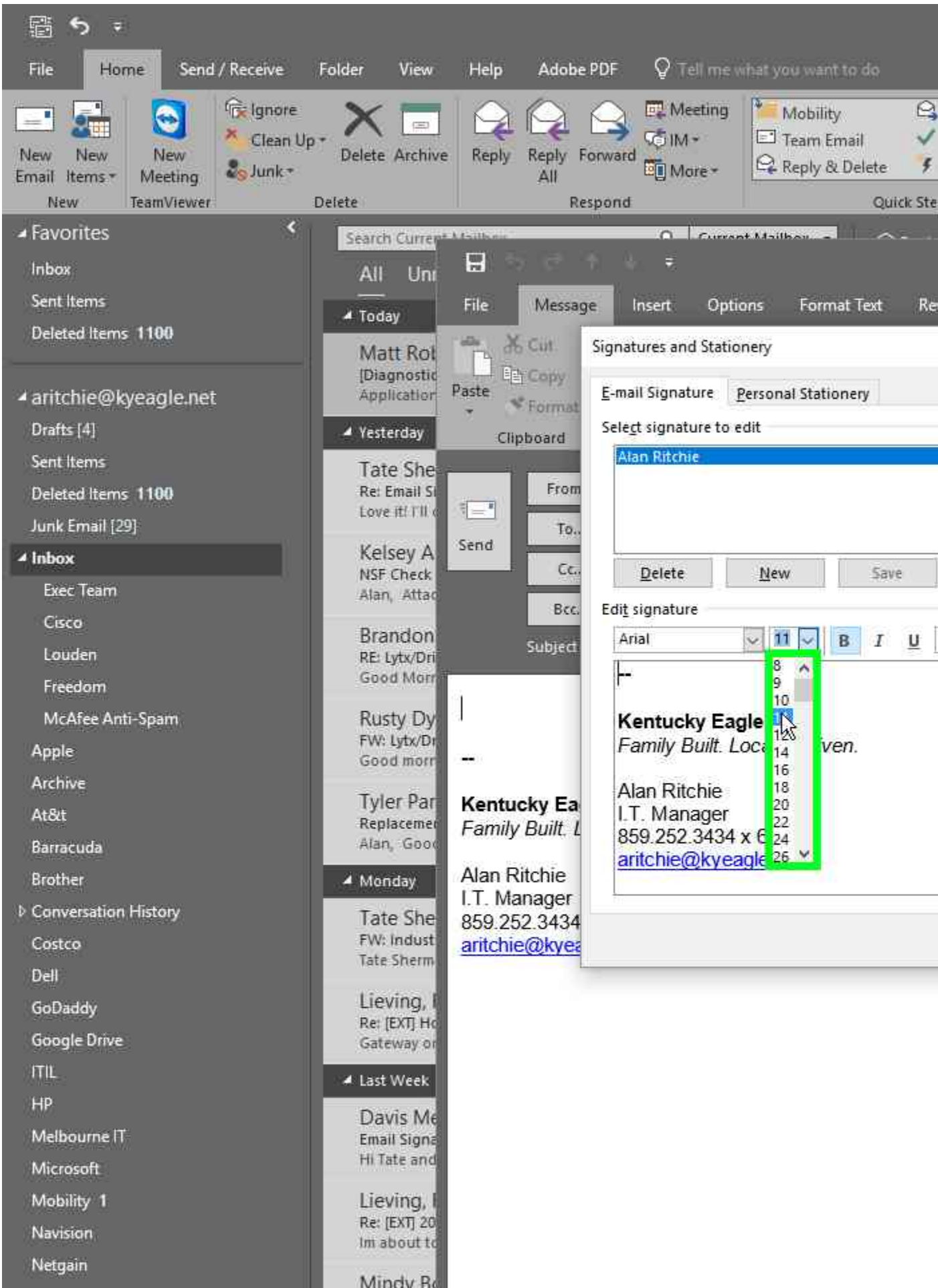
Step 7: (7/4/2018 1:55:08 PM) User left click on "Font Size (combo box)" in "Signatures and Stationery"


File
Home
Send / Receive
Folder
View
Help
Adobe PDF
Tell me what you want to do
New Email
New Items
New Meeting
Ignore
Clean Up
Junk
Delete
Archive
Reply
Reply All
Forward
Meeting
IM
More
Mobility
Team Email
Reply & Delete
New
TeamViewer
Delete
Respond
Favorites
Inbox
Sent Items
Deleted Items 1100
aritchie@kyeagle.net
Drafts [4]
Sent Items
Deleted Items 1100
Junk Email [29]
Inbox
Exec Team
Cisco
Louden
Freedom
McAfee Anti-Spam
Apple
Archive
At&t
Barracuda
Brother
Conversation History
Costco
Dell
GoDaddy
Google Drive
ITIL
HP
Melbourne IT
Microsoft
Mobility 1
Navision
Netgain
Search Current Mailbox
All
Unr
Today
Matt Rol
[Diagnostic
Application
Yesterday
Tate She
Re: Email Si
Love it! I'll
Kelsey A
NSF Check
Alan, Attac
Brandon
RE: Lytx/Dri
Good Morr
Rusty Dy
FW: Lytx/Dr
Good morr
Tyler Par
Replacemer
Alan, Gooc
Monday
Tate She
FW: Indust
Tate Sherm
Lieving, I
Re: [EXT] Ho
Gateway or
Last Week
Davis Me
Email Signa
Hi Tate and
Lieving, I
Re: [EXT] 20
Im about to
Mindy Rc
File
Message
Insert
Options
Format Text
Re
Paste
Cut
Copy
Format
Clipboard
Send
From
To..
Cc..
Bcc..
Subject
--
Kentucky Ea
Family Built. L
Alan Ritchie
I.T. Manager
859.252.3434
aritchie@kyea
Signatures and Stationery
E-mail Signature
Personal Stationery
Select signature to edit
Alan Ritchie
Delete
New
Save
Edit signature
Arial
11
B
I
U
--
Kentucky Eagle
Family Built. Locally Driven.
Alan Ritchie
I.T. Manager
859.252.3434 x 6707
aritchie@kyeagle.net

Step 7 screenshot.

Previous Next

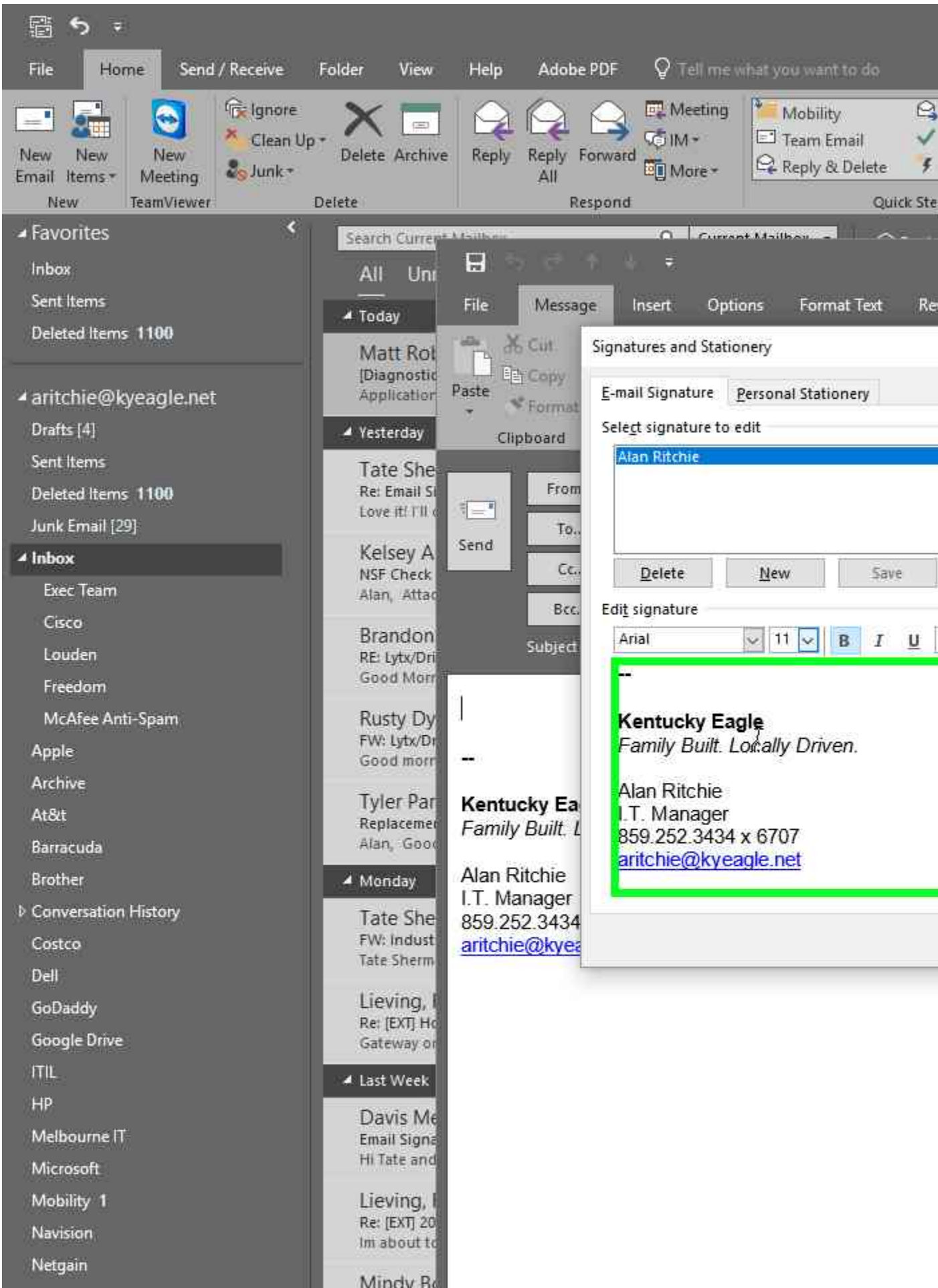
Step 8: (7/4/2018 1:55:09 PM) User left click on "11 (list item)"


File
Home
Send / Receive
Folder
View
Help
Adobe PDF
Tell me what you want to do
New Email
New Items
New Meeting
Ignore
Clean Up
Junk
Delete
Archive
Reply
Reply All
Forward
Meeting
IM
More
Mobility
Team Email
Reply & Delete
New
TeamViewer
Delete
Respond
Favorites
Inbox
Sent Items
Deleted Items 1100
aritchie@kyeagle.net
Drafts [4]
Sent Items
Deleted Items 1100
Junk Email [29]
Inbox
Exec Team
Cisco
Louden
Freedom
McAfee Anti-Spam
Apple
Archive
At&t
Barracuda
Brother
Conversation History
Costco
Dell
GoDaddy
Google Drive
ITIL
HP
Melbourne IT
Microsoft
Mobility 1
Navision
Netgain
Today
Yesterday
Monday
Last Week
File
Message
Insert
Options
Format Text
Cut
Copy
Format
Paste
Clipboard
Send
From
To
Cc
Bcc
Subject
Signatures and Stationery
E-mail Signature
Personal Stationery
Select signature to edit
Alan Ritchie
Delete
New
Save
Edit signature
Arial
11
B
I
U
8
9
10
11
12
14
16
18
20
22
24
26
Kentucky Eagle
Family Built. Loca
ven.
Alan Ritchie
I.T. Manager
859.252.3434 x 6
aritchie@kyeagle
--
Kentucky Ea
Family Built. L
Alan Ritchie
I.T. Manager
859.252.3434
aritchie@kyea

Step 8 screenshot.

Previous Next

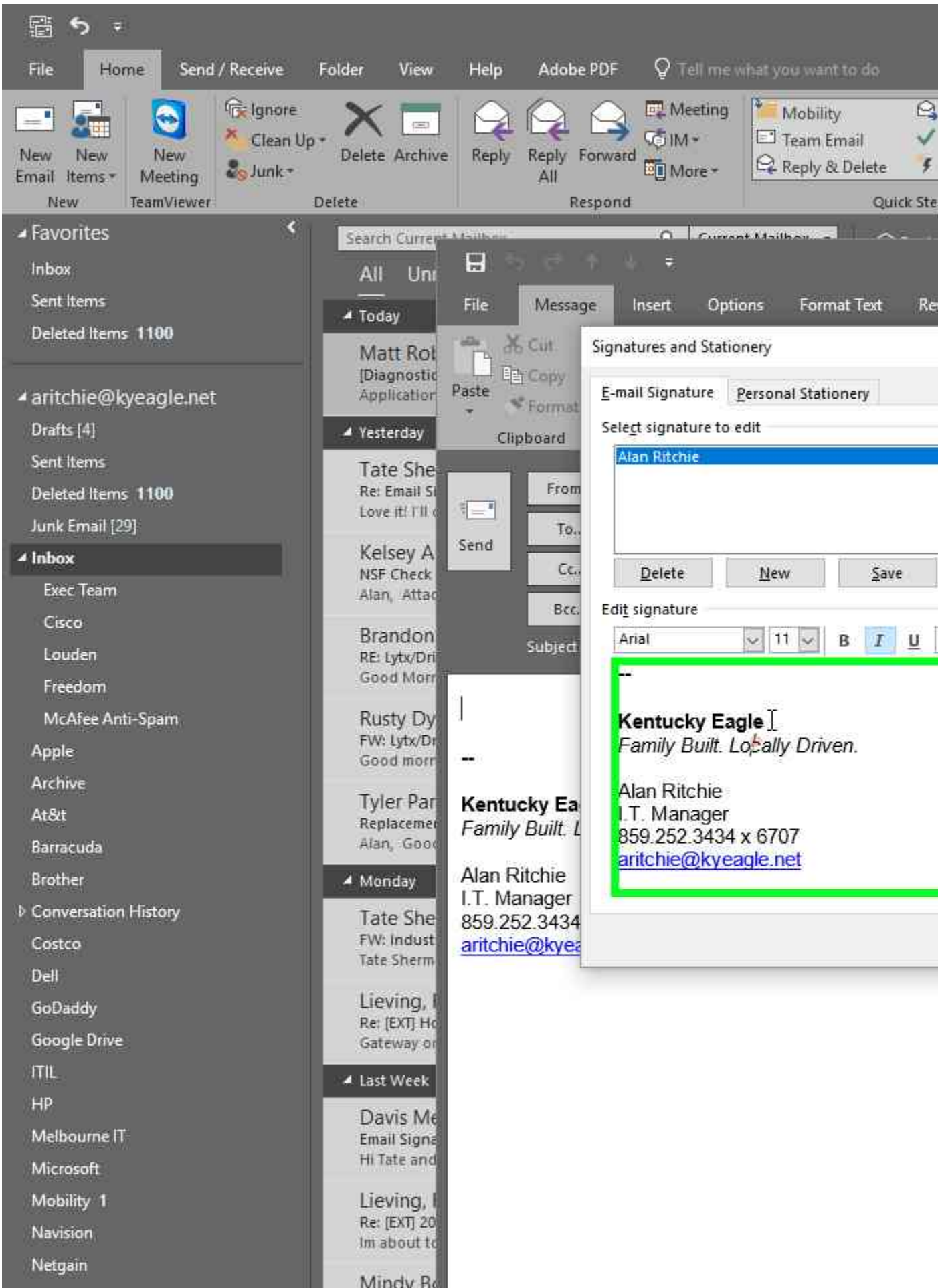
Step 9: (7/4/2018 1:55:11 PM) User left click on "Edit signature (document)" in "Signatures and Stationery"


File
Home
Send / Receive
Folder
View
Help
Adobe PDF
Tell me what you want to do
New Email
New Items
New Meeting
Ignore
Clean Up
Junk
Delete
Archive
Reply
Reply All
Forward
Meeting
IM
More
Mobility
Team Email
Reply & Delete
New
TeamViewer
Delete
Respond
Favorites
Inbox
Sent Items
Deleted Items 1100
aritchie@kyeagle.net
Drafts [4]
Sent Items
Deleted Items 1100
Junk Email [29]
Inbox
Exec Team
Cisco
Louden
Freedom
McAfee Anti-Spam
Apple
Archive
At&t
Barracuda
Brother
Conversation History
Costco
Dell
GoDaddy
Google Drive
ITIL
HP
Melbourne IT
Microsoft
Mobility 1
Navision
Netgain
Search Current Mailbox
All
Unr
Today
Yesterday
Monday
Last Week
Matt Rol
[Diagnostic
Applicatior
Tate She
Re: Email Si
Love it! I'll
Kelsey A
NSF Check
Alan, Attac
Brandon
RE: Lytx/Dri
Good Morr
Rusty Dy
FW: Lytx/Dr
Good morr
Tyler Par
Replacemer
Alan, Gooc
Tate She
FW: Indust
Tate Sherm
Lieving,
Re: [EXT] Ho
Gateway or
Davis Me
Email Signa
Hi Tate and
Lieving,
Re: [EXT] 20
Im about to
Mindy Rc
File
Message
Insert
Options
Format Text
Re
Cut
Copy
Format
Paste
Clipboard
Send
From
To..
Cc..
Bcc..
Subject
--
Kentucky Ea
Family Built. L
Alan Ritchie
I.T. Manager
859.252.3434
aritchie@kyea
Signatures and Stationery
E-mail Signature
Personal Stationery
Select signature to edit
Alan Ritchie
Delete
New
Save
Edit signature
Arial
11
B
I
U
--
Kentucky Eagle
Family Built. Locally Driven.
Alan Ritchie
I.T. Manager
859.252.3434 x 6707
aritchie@kyeagle.net

Step 9 screenshot.

Previous Next

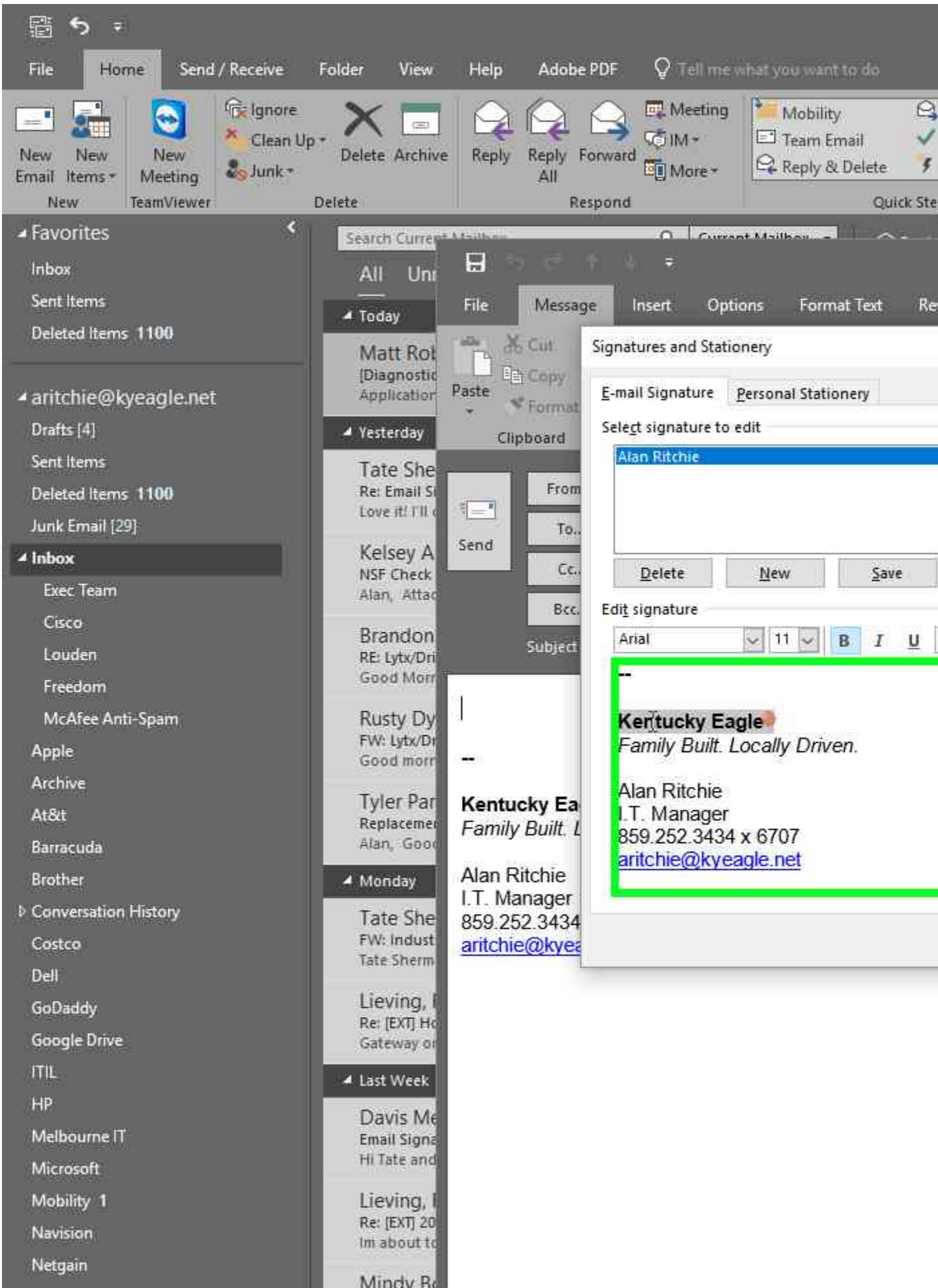
Step 10: (7/4/2018 1:55:12 PM) User mouse drag start on "Edit signature (document)" in "Signatures and Stationery"


File
Home
Send / Receive
Folder
View
Help
Adobe PDF
Tell me what you want to do
New Email
New Items
New Meeting
Ignore
Clean Up
Junk
Delete
Archive
Reply
Reply All
Forward
Meeting
IM
More
Mobility
Team Email
Reply & Delete
New
TeamViewer
Delete
Respond
Favorites
Inbox
Sent Items
Deleted Items 1100
aritchie@kyeagle.net
Drafts [4]
Sent Items
Deleted Items 1100
Junk Email [29]
Inbox
Exec Team
Cisco
Louden
Freedom
McAfee Anti-Spam
Apple
Archive
At&t
Barracuda
Brother
Conversation History
Costco
Dell
GoDaddy
Google Drive
ITIL
HP
Melbourne IT
Microsoft
Mobility 1
Navision
Netgain
Search Current Mailbox
All
Unr
Today
Yesterday
Monday
Last Week
File
Message
Insert
Options
Format Text
Cut
Copy
Format
Paste
Clipboard
Send
From
To..
Cc..
Bcc..
Subject
Signatures and Stationery
E-mail Signature
Personal Stationery
Select signature to edit
Alan Ritchie
Delete
New
Save
Edit signature
Arial
11
B
I
U
--
Kentucky Eagle
Family Built. Locally Driven.
Alan Ritchie
I.T. Manager
859.252.3434 x 6707
aritchie@kyeagle.net

Step 10 screenshot.

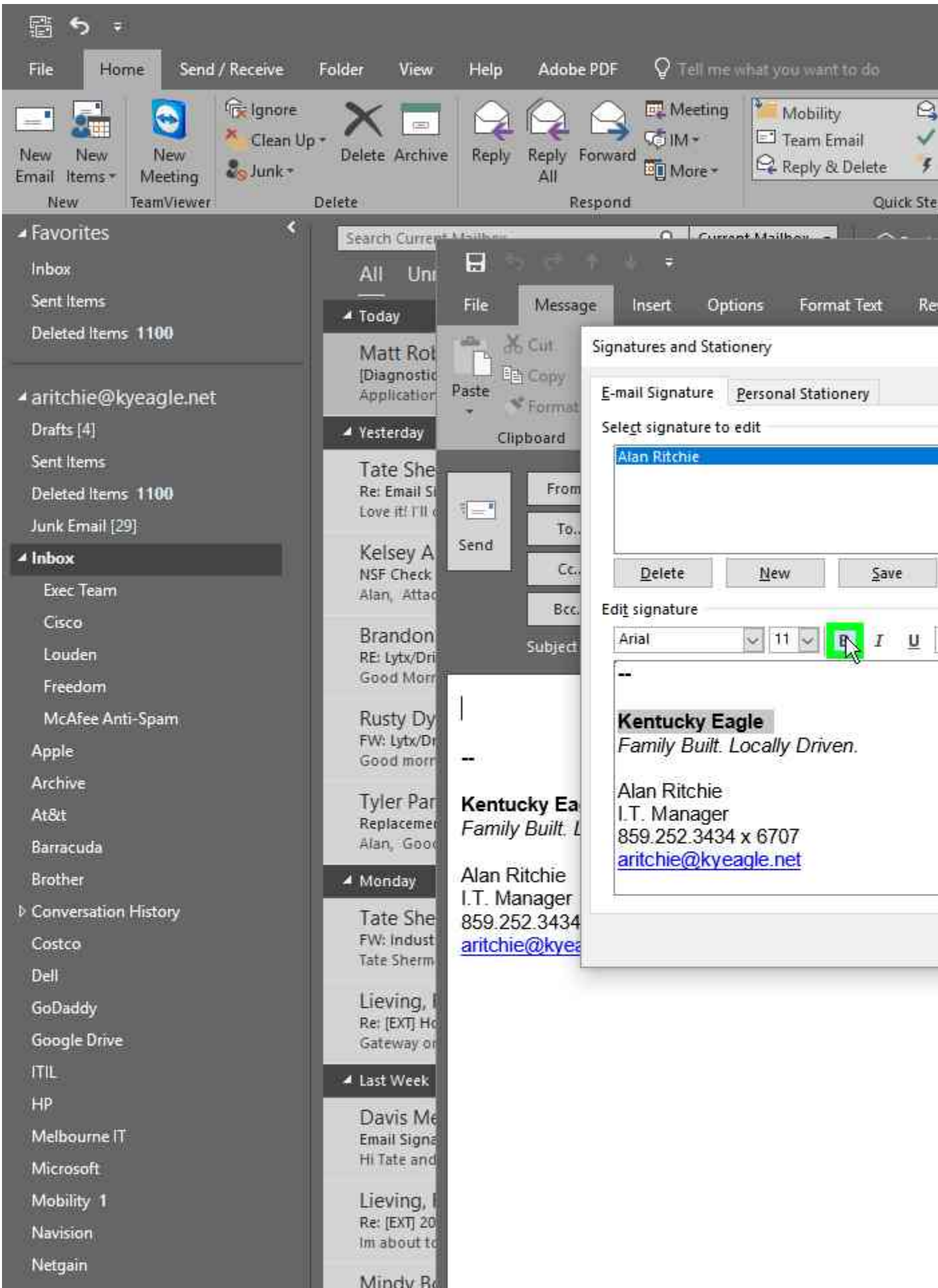
Previous Next

Step 11: (7/4/2018 1:55:12 PM) User mouse drag end on "Edit signature (document)" in "Signatures and Stationery"


File
Home
Send / Receive
Folder
View
Help
Adobe PDF
Tell me what you want to do
New Email
New Items
New Meeting
Ignore
Clean Up
Junk
Delete
Archive
Reply
Reply All
Forward
Meeting
IM
More
Mobility
Team Email
Reply & Delete
New
TeamViewer
Delete
Respond
Favorites
Inbox
Sent Items
Deleted Items 1100
aritchie@kyeagle.net
Drafts [4]
Sent Items
Deleted Items 1100
Junk Email [29]
Inbox
Exec Team
Cisco
Louden
Freedom
McAfee Anti-Spam
Apple
Archive
At&t
Barracuda
Brother
Conversation History
Costco
Dell
GoDaddy
Google Drive
ITIL
HP
Melbourne IT
Microsoft
Mobility 1
Navision
Netgain
Search Current Mailbox
All
Unr
Today
Yesterday
Monday
Last Week
Matt Rol
[Diagnostic
Applicatior
Tate She
Re: Email Si
Love it! I'll
Kelsey A
NSF Check
Alan, Attac
Brandon
RE: Lytx/Dri
Good Morr
Rusty Dy
FW: Lytx/Dr
Good morr
Tyler Par
Replacemer
Alan, Gooc
Tate She
FW: Indust
Tate Sherm
Lieving,
Re: [EXT] Hc
Gateway or
Davis Me
Email Signa
Hi Tate and
Lieving,
Re: [EXT] 20
Im about to
Mindy Rc
File
Message
Insert
Options
Format Text
Re
Paste
Cut
Copy
Format
Clipboard
Send
From
To..
Cc..
Bcc..
Subject
--
Kentucky Ea
Family Built. L
Alan Ritchie
I.T. Manager
859.252.3434
aritchie@kyea
Signatures and Stationery
E-mail Signature
Personal Stationery
Select signature to edit
Alan Ritchie
Delete
New
Save
Edit signature
Arial
11
B
I
U
--
Kentucky Eagle
Family Built. Locally Driven.
Alan Ritchie
I.T. Manager
859.252.3434 x 6707
aritchie@kyeagle.net

Step 11 screenshot.

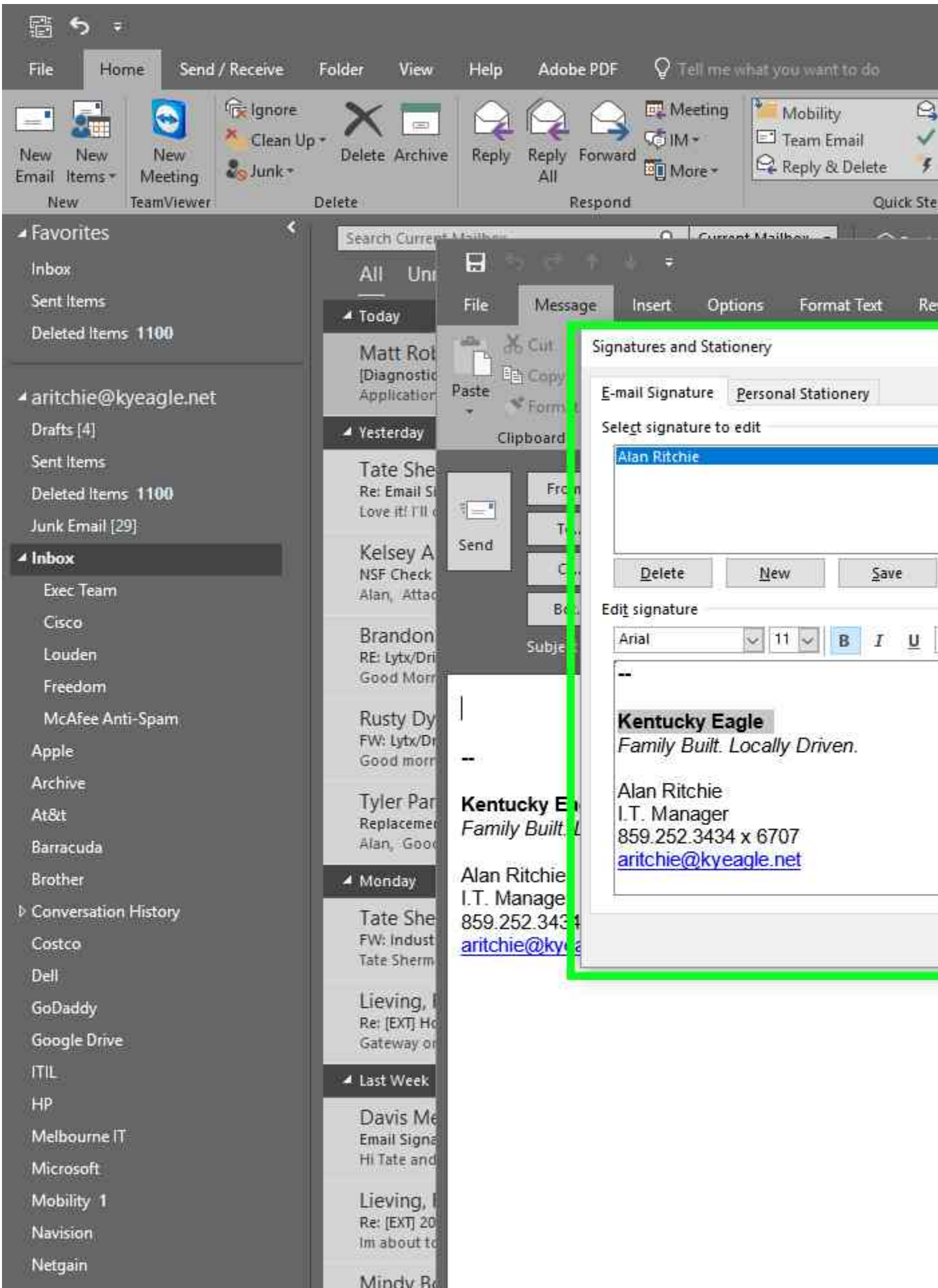
Step 12: (7/4/2018 1:55:14 PM) User left double click on "Bold (check box)" in "Signatures and Stationery"


File
Home
Send / Receive
Folder
View
Help
Adobe PDF
Tell me what you want to do
New Email
New Items
New Meeting
Ignore
Clean Up
Junk
Delete
Archive
Reply
Reply All
Forward
Meeting
IM
More
Mobility
Team Email
Reply & Delete
New
TeamViewer
Delete
Respond
Favorites
Inbox
Sent Items
Deleted Items 1100
aritchie@kyeagle.net
Drafts [4]
Sent Items
Deleted Items 1100
Junk Email [29]
Inbox
Exec Team
Cisco
Louden
Freedom
McAfee Anti-Spam
Apple
Archive
At&t
Barracuda
Brother
Conversation History
Costco
Dell
GoDaddy
Google Drive
ITIL
HP
Melbourne IT
Microsoft
Mobility 1
Navision
Netgain
Search Current Mailbox
All
Unr
Today
Yesterday
Monday
Last Week
Matt Rol
[Diagnostic
Applicatior
Tate She
Re: Email Si
Love it! I'll
Kelsey A
NSF Check
Alan, Attac
Brandon
RE: Lytx/Dri
Good Morr
Rusty Dy
FW: Lytx/Dr
Good morr
Tyler Par
Replacemer
Alan, Gooc
Tate She
FW: Indust
Tate Sherm
Lieving,
Re: [EXT] Ho
Gateway or
Davis Me
Email Signa
Hi Tate and
Lieving,
Re: [EXT] 20
Im about to
Mindy Rc
File
Message
Insert
Options
Format Text
Re
Cut
Copy
Format
Paste
Clipboard
Send
From
To..
Cc..
Bcc..
Subject
--
Kentucky Ea
Family Built. L
Alan Ritchie
I.T. Manager
859.252.3434
aritchie@kyea
Signatures and Stationery
E-mail Signature
Personal Stationery
Select signature to edit
Alan Ritchie
Delete
New
Save
Edit signature
Arial
11
B
I
U
--
Kentucky Eagle
Family Built. Locally Driven.
Alan Ritchie
I.T. Manager
859.252.3434 x 6707
aritchie@kyeagle.net

Step 12 screenshot.

Previous Next

Step 13: (7/4/2018 1:55:16 PM) User left click on "OK (button)" in "Signatures and Stationery"


File
Home
Send / Receive
Folder
View
Help
Adobe PDF
Tell me what you want to do
New Email
New Items
New Meeting
Ignore
Clean Up
Junk
Delete
Archive
Reply
Reply All
Forward
Meeting
IM
More
Mobility
Team Email
Reply & Delete
New
TeamViewer
Delete
Respond
Favorites
Inbox
Sent Items
Deleted Items 1100
aritchie@kyeagle.net
Drafts [4]
Sent Items
Deleted Items 1100
Junk Email [29]
Inbox
Exec Team
Cisco
Louden
Freedom
McAfee Anti-Spam
Apple
Archive
At&t
Barracuda
Brother
Conversation History
Costco
Dell
GoDaddy
Google Drive
ITIL
HP
Melbourne IT
Microsoft
Mobility 1
Navision
Netgain
Search Current Mailbox
All
Today
Yesterday
Monday
Last Week
File
Message
Insert
Options
Format Text
Paste
Cut
Copy
Clipboard
Send
Signatures and Stationery
E-mail Signature
Personal Stationery
Select signature to edit
Alan Ritchie
Delete
New
Save
Edit signature
Arial
11
--
Kentucky Eagle
Family Built. Locally Driven.
Alan Ritchie
I.T. Manager
859.252.3434 x 6707
aritchie@kyeagle.net

Step 13 screenshot.

Return to top of page...

Additional Details

The following section contains the additional details that were recorded.
These details help accurately identify the programs and UI you used in this recording.
This section may contain text that is internal to programs that only very advanced users or programmers may understand.
Please review these details to ensure that they do not contain any information that you would not like others to see.

Recording Session: 7/4/2018 1:54:57 PM - 1:55:19 PM

Recorded Steps: 13, Missed Steps: 0, Other Errors: 0

Operating System: 16299.431.amd64fre.rs3_release_svc_escrow.180502-1908 10.0.0.0.2.48

Step 1: User left click on "New Email (Button)" in "Inbox - aritchie@kyeagle.net - Outlook"
Program: Microsoft Outlook, 16.0.9330.2124, Microsoft Corporation, OUTLOOK.EXE /RESTORE, OUTLOOK.EXE
UI Elements: New Email, NetUIRibbonButton, New, NetUIChunk, Home, NetUIOrderedGroup, Lower Ribbon, NetUIPanViewer, Ribbon, NetUInetpane, NetUIHWNDElement, NUIPane, Ribbon, MsoWorkPane, MsoCommandBar, MsoDockTop, MsoCommandBarDock, Inbox - aritchie@kyeagle.net - Outlook, rctrl_renwnd32

Step 2: User left click on "New Email (Button)" in "Inbox - aritchie@kyeagle.net - Outlook"
Program: Microsoft Outlook, 16.0.9330.2124, Microsoft Corporation, OUTLOOK.EXE /RESTORE, OUTLOOK.EXE
UI Elements: New Email, NetUIRibbonButton, New, NetUIChunk, Home, NetUIOrderedGroup, Lower Ribbon, NetUIPanViewer, Ribbon, NetUInetpane, NetUIHWNDElement, NUIPane, Ribbon, MsoWorkPane, MsoCommandBar, MsoDockTop, MsoCommandBarDock, Inbox - aritchie@kyeagle.net - Outlook, rctrl_renwnd32

Step 3: User left click on "Signature (Menu Item)" in "Untitled - Message (HTML) "
Program: Microsoft Outlook, 16.0.9330.2124, Microsoft Corporation,

OUTLOOK.EXE /RESTORE, OUTLOOK.EXE
UI Elements: Signature, NetUIAnchor, Include, NetUIChunk, Message, NetUIOrderedGroup, Lower Ribbon, NetUIPanViewer, Ribbon, NetUInetpane, NetUIHWNDElement, NUIPane, Ribbon, MsoWorkPane, MsoCommandBar, MsoDockTop, MsoCommandBarDock, Untitled - Message (HTML) , rctrl_renwnd32

Step 4: User left clicked
Program: Microsoft Outlook, 16.0.9330.2124, Microsoft Corporation, OUTLOOK.EXE /RESTORE, OUTLOOK.EXE
UI Elements:

Step 5: User left click on "Font (combo box)" in "Signatures and Stationery"
Program: Microsoft Outlook, 16.0.9330.2124, Microsoft Corporation, OUTLOOK.EXE /RESTORE, OUTLOOK.EXE
UI Elements: Font, MSO Generic Control Container, MsoCommandBar, Signatures and Stationery, bosa_sdm_Mso96, Untitled - Message (HTML) , rctrl_renwnd32

Step 6: User left click on "Arial (list item)"
Program: Microsoft Outlook, 16.0.9330.2124, Microsoft Corporation, OUTLOOK.EXE /RESTORE, OUTLOOK.EXE
UI Elements: Arial, Font, OfficeDropdown, Signatures and Stationery, bosa_sdm_Mso96, Untitled - Message (HTML) , rctrl_renwnd32

Step 7: User left click on "Font Size (combo box)" in "Signatures and Stationery"
Program: Microsoft Outlook, 16.0.9330.2124, Microsoft Corporation, OUTLOOK.EXE /RESTORE, OUTLOOK.EXE
UI Elements: Font Size, MSO Generic Control Container, MsoCommandBar, Signatures and Stationery, bosa_sdm_Mso96, Untitled - Message (HTML) , rctrl_renwnd32

Step 8: User left click on "11 (list item)"
Program: Microsoft Outlook, 16.0.9330.2124, Microsoft Corporation, OUTLOOK.EXE /RESTORE, OUTLOOK.EXE
UI Elements: 11, Font Size, OfficeDropdown, Signatures and Stationery, bosa_sdm_Mso96, Untitled - Message (HTML) , rctrl_renwnd32

Step 9: User left click on "Edit signature (document)" in "Signatures and Stationery"
Program: Microsoft Outlook, 16.0.9330.2124, Microsoft Corporation, OUTLOOK.EXE /RESTORE, OUTLOOK.EXE
UI Elements: Edit signature, _WwG, Signatures and Stationery, bosa_sdm_Mso96, Untitled - Message (HTML) , rctrl_renwnd32

Step 10: User mouse drag start on "Edit signature (document)" in "Signatures and Stationery"

Program: Microsoft Outlook, 16.0.9330.2124, Microsoft Corporation, OUTLOOK.EXE /RESTORE, OUTLOOK.EXE
UI Elements: Edit signature, _WwG, Signatures and Stationery, bosa_sdm_Mso96, Untitled - Message (HTML) , rctrl_renwnd32

Step 11: User mouse drag end on "Edit signature (document)" in "Signatures and Stationery"
Program: Microsoft Outlook, 16.0.9330.2124, Microsoft Corporation, OUTLOOK.EXE /RESTORE, OUTLOOK.EXE
UI Elements: Edit signature, _WwG, Signatures and Stationery, bosa_sdm_Mso96, Untitled - Message (HTML) , rctrl_renwnd32

Step 12: User left double click on "Bold (check box)" in "Signatures and Stationery"
Program: Microsoft Outlook, 16.0.9330.2124, Microsoft Corporation, OUTLOOK.EXE /RESTORE, OUTLOOK.EXE
UI Elements: Bold, MSO Generic Control Container, MsoCommandBar, Signatures and Stationery, bosa_sdm_Mso96, Untitled - Message (HTML) , rctrl_renwnd32

Step 13: User left click on "OK (button)" in "Signatures and Stationery"
Program: Microsoft Outlook, 16.0.9330.2124, Microsoft Corporation, OUTLOOK.EXE /RESTORE, OUTLOOK.EXE
UI Elements: OK, Signatures and Stationery, bosa_sdm_Mso96, Untitled - Message (HTML) , rctrl_renwnd32

Return to top of page...