

## 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 Clean Up Ignore Delete Archive Reply Reply All Forward Meeting IM More Mobility Team Email Reply & Delete

New TeamViewer Delete Respond Quick Step

- 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  
 Ini about to get on a call though so wont be

**Mindy Bockrath**

Reply

MR

To: Alan

Chrome

Application Device Model Version Build Built on

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 Mail New Items New Meeting TeamViewer Delete Archive Reply Reply All Forward Meeting IM More

Ignore Clean Up Junk Delete Respond Mobility Team Email Reply & Delete Quick Step

- 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  
 Ini about to get on a call though so wont be

**Mindy Bockrath**

Reply

MR

To: Alan

Chrome

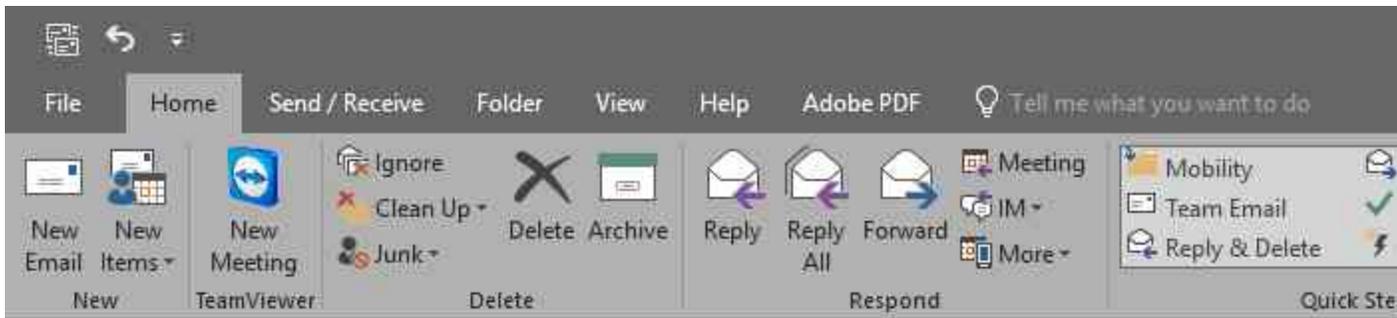
Application Device Model Version Build Built o

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) "



- 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 Un

Today

Matt Ro [Diagnostic Application]

Yesterday

Tate She Re: Email S Love it! I'll c

Kelsey A NSF Check Alan, Attac

Brandon RE: Lytx/Dri Good Mor

Rusty Dy FW: Lytx/Dri Good morn

Tyler Par Replaceme 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 Ini about to

Mindy Bo

File Message Insert Options Format Text

Cut Copy Paste Format Painter

Clipboard Basic Text

From aritchie@kyeagle.net

To...

Cc...

Bcc...

Subject

--

**Kentucky Eagle Wine & Spirits**  
*Lifting Spirits Since 1948.*

Barry Downing  
Director of Wine & Spirits  
859.252.3434  
bdowning@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

- 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 Un

Today
 

- Matt Ro [Diagnostic Application]

Yesterday
 

- Tate She Re: Email S Love it! I'll c
- Kelsey A NSF Check Alan, Attac
- Brandon RE: Lytx/Dri Good Mor
- Rusty Dy FW: Lytx/Dri Good morn
- Tyler Par Replaceme 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 Ini about to
- Mindy B

File Message Insert Options Format Text

Cut Copy Paste Format Painter Clipboard Basic Text

Send From aritchie@kyeagle.net To... Cc... Bcc... Subject

--

**Kentucky Eagle Wine & Spirits**  
*Lifting Spirits Since 1948.*

Barry Downing  
 Director of Wine & Spirits  
 859.252.3434  
 bdowning@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 Clean Up Ignore Delete Archive Reply Reply All Forward Meeting IM More Mobility Team Email Reply & Delete

- 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 Un

Today

- Matt Ro [Diagnostic Application]

Yesterday

- Tate She Re: Email S Love it! I'll o
- Kelsey A NSF Check Alan, Attac
- Brandon RE: Lytx/Dri Good Morn
- Rusty Dy FW: Lytx/Dri Good morn
- Tyler Par Replaceme Alan, -Good

Monday

- Tate She FW: Indust Tate Sherm
- Lieving, Re: [EXT] Ho Gateway or

Last Week

- Davis Me Email Signa Hi Tate and
- Lieving, Re: [EXT] 20 Ini about to
- Mindy Bo

File Message Insert Options Format Text

Cut Copy Paste Format 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 Wine & Spirits**  
*Lifting Spirits Since 1948.*

Barry Downing  
Director of Wine & Spirits  
859.252.3434  
bdowning@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 Clean Up Ignore Delete Archive Reply Reply All Forward Meeting IM More Mobility Team Email Reply & Delete

- 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 Un
- Today
- Matt Ro [Diagnostic Application]
- Yesterday
- Tate She [Re: Email S Love it! I'll c]
  - Kelsey A [NSF Check Alan, Attac]
  - Brandon [RE: Lytx/Dri Good Morn]
  - Rusty Dy [FW: Lytx/Dri Good morn]
  - Tyler Par [Replaceme Alan, -Good]
- Monday
- Tate She [FW: Indust Tate Sherm]
  - Lieving, [Re: [EXT] Ho Gateway or]
- Last Week
- Davis Me [Email Signa Hi Tate and]
  - Lieving, [Re: [EXT] 20 Ini about to]
  - Mindy Bo

File Message Insert Options Format Text Re

Cut Copy Paste Format Clipboard

Send 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

Cambria (Headings)

Calibri (Body)

**Arial**

**BROTHERS**

Abadi

Abadi Extra Light

Agency FB

**Aharoni**

Aldhabi

**ALGERIAN**

Angsana New

AngsanaUPC

Kentucky Ea  
Family Built. L

Alan Ritchie  
I.T. Manager  
859.252.3434  
[aritchie@kyeagle.net](mailto:aritchie@kyeagle.net)

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 Clean Up Ignore Delete Archive Reply Reply All Forward Meeting IM More Mobility Team Email Reply & Delete

- 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 Un

Today

- Matt Ro [Diagnostic Application]

Yesterday

- Tate She Re: Email S Love it! I'll o
- Kelsey A NSF Check Alan, Attac
- Brandon RE: Lytx/Dri Good Morn
- Rusty Dy FW: Lytx/Dri Good morn
- Tyler Par Replaceme Alan, -Good

Monday

- Tate She FW: Indust Tate Sherm
- Lieving, Re: [EXT] Ho Gateway or

Last Week

- Davis Me Email Signa Hi Tate and
- Lieving, Re: [EXT] 20 Ini about to
- Mindy Bo

Clipboard

- Cut
- Copy
- Paste
- Format

Send

From

To

Cc

Bcc

Subject

File Message Insert Options Format Text Re

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 Wine & Spirits**  
*Lifting Spirits Since 1948.*

Barry Downing  
Director of Wine & Spirits  
859.252.3434  
bdowning@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 Clean Up Ignore Delete Archive Reply Reply All Forward Meeting IM More Mobility Team Email Reply & Delete

- 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 Un
- Today
    - Matt Ro [Diagnostic Application]
  - Yesterday
    - Tate She Re: Email S Love it! I'll o
    - Kelsey A NSF Check Alan, Attac
    - Brandon RE: Lytx/Dri Good Morn
    - Rusty Dy FW: Lytx/Dri Good morn
    - Tyler Par Replaceme Alan, -Good
  - Monday
    - Tate She FW: Indust Tate Sherm
    - Lieving, Re: [EXT] Ho Gateway or
  - Last Week
    - Davis Me Email Signa Hi Tate and
    - Lieving, Re: [EXT] 20 Ini about to
    - Mindy Bo

File Message Insert Options Format Text Re

Cut Copy Paste Format 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 Wine & Spirits**  
*Lifting Spirits Since 1948.*

Barry Downing  
 Director of Wine & Spirits  
 859.252.3434  
 bdowning@kyeagle.net

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 Clean Up Ignore Delete Archive Reply Reply All Forward Meeting IM More Mobility Team Email Reply & Delete

- 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 Un
- Today
    - Matt Ro [Diagnostic Application]
  - Yesterday
    - Tate She Re: Email S Love it! I'll o
    - Kelsey A NSF Check Alan, Attac
    - Brandon RE: Lytx/Dri Good Morn
    - Rusty Dy FW: Lytx/Dri Good morn
    - Tyler Par Replaceme Alan, -Good
  - Monday
    - Tate She FW: Indust Tate Sherm
    - Lieving, Re: [EXT] Ho Gateway or
  - Last Week
    - Davis Me Email Signa Hi Tate and
    - Lieving, Re: [EXT] 20 Ini about to
    - Mindy Bo

File Message Insert Options Format Text Re

Cut Copy Paste Format 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 Wine & Spirits**  
*Lifting Spirits Since 1948.*

Barry Downing  
 Director of Wine & Spirits  
 859.252.3434  
 bdowning@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 Clean Up Ignore Delete Archive Reply Reply All Forward Meeting IM More Mobility Team Email Reply & Delete

- 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 Un
- Today
    - Matt Ro [Diagnostic Application]
  - Yesterday
    - Tate She [Re: Email S Love it! I'll c]
    - Kelsey A [NSF Check Alan, Attac]
    - Brandon [RE: Lytx/Dri Good Morn]
    - Rusty Dy [FW: Lytx/Dri Good morn]
    - Tyler Par [Replaceme Alan, -Good]
  - Monday
    - Tate She [FW: Indust Tate Sherm]
    - Lieving, [Re: [EXT] Ho Gateway or]
  - Last Week
    - Davis Me [Email Signa Hi Tate and]
    - Lieving, [Re: [EXT] 20 Ini about to]
    - Mindy Bo

File Message Insert Options Format Text Re

Cut Copy Paste Format 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 Wine & Spirits**  
*Lifting Spirits Since 1948.*

Barry Downing  
 Director of Wine & Spirits  
 859.252.3434  
 bdowning@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 Clean Up Ignore Delete Archive Reply Reply All Forward Meeting IM More Mobility Team Email Reply & Delete

- 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 Un
- Today
    - Matt Ro [Diagnostic Application]
  - Yesterday
    - Tate She Re: Email S Love it! I'll o
    - Kelsey A NSF Check Alan, Attac
    - Brandon RE: Lytx/Dri Good Morn
    - Rusty Dy FW: Lytx/Dri Good morn
    - Tyler Par Replaceme Alan, -Good
  - Monday
    - Tate She FW: Indust Tate Sherm
    - Lieving, Re: [EXT] Ho Gateway or
  - Last Week
    - Davis Me Email Signa Hi Tate and
    - Lieving, Re: [EXT] 20 Ini about to
    - Mindy Bo

File Message Insert Options Format Text Re

Cut Copy Paste Format 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 Wine & Spirits**  
*Lifting Spirits Since 1948.*

Barry Downing  
 Director of Wine & Spirits  
 859.252.3434  
 bdowning@kyeagle.net

Step 11 screenshot.

---

[Previous](#) [Next](#)

**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

- 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 Un
- Today
- Matt Ro [Diagnostic Application]
- Yesterday
- Tate She Re: Email S Love it! I'll o
  - Kelsey A NSF Check Alan, Attac
  - Brandon RE: Lytx/Dri Good Morn
  - Rusty Dy FW: Lytx/Dri Good morn
  - Tyler Par Replaceme Alan, -Good
- Monday
- Tate She FW: Indust Tate Sherm
  - Lieving, Re: [EXT] Ho Gateway or
- Last Week
- Davis Me Email Signa Hi Tate and
  - Lieving, Re: [EXT] 20 Ini about to
  - Mindy Bo

File Message Insert Options Format Text Re

Cut Copy Paste Format 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 Wine & Spirits**  
*Lifting Spirits Since 1948.*

Barry Downing  
 Director of Wine & Spirits  
 859.252.3434  
 bdowning@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 Clean Up Ignore Delete Archive Reply Reply All Forward Meeting IM More Mobility Team Email Reply & Delete

- 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 Un
- Today
    - Matt Ro [Diagnostic Application]
  - Yesterday
    - Tate She [Re: Email S Love it! I'll o]
    - Kelsey A [NSF Check Alan, Attac]
    - Brandon [RE: Lytx/Dri Good Morn]
    - Rusty Dy [FW: Lytx/Dri Good morn]
    - Tyler Par [Replaceme Alan, -Good]
  - Monday
    - Tate She [FW: Indust Tate Sherm]
    - Lieving, [Re: [EXT] Ho Gateway or]
  - Last Week
    - Davis Me [Email Signa Hi Tate and]
    - Lieving, [Re: [EXT] 20 Ini about to]
    - Mindy Bo

File Message Insert Options Format Text Re

Paste Copy Format 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 Wine & Spirits**  
*Lifting Spirits Since 1948.*

Barry Downing  
Director of Wine & Spirits  
859.252.3434  
bdowning@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, NetUIInetpane, 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, NetUIInetpane, 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, NetUIInetpane, 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...](#)