

## Recorded Steps

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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](#)

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## Steps

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**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 TeamViewer Delete Archive Reply Reply All Forward Respond 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

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  
Imi about to get on a call though so wont be

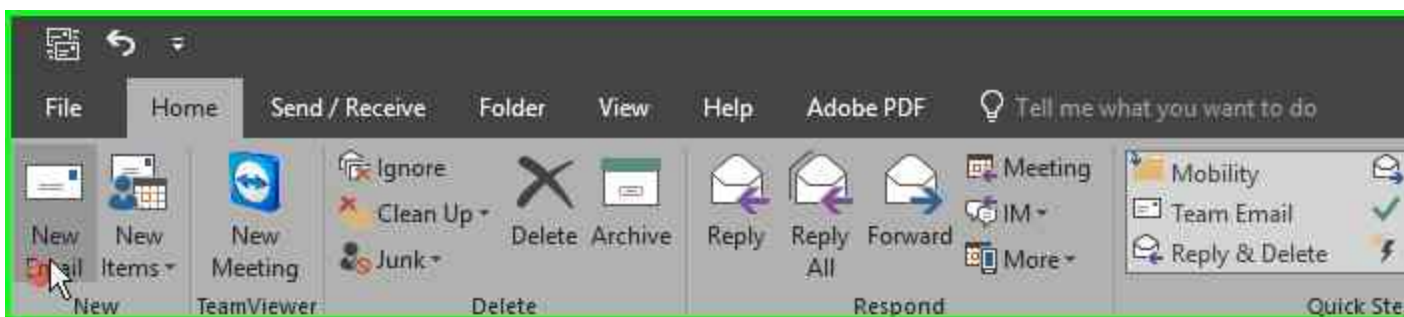
Mindy Bockrath

Step 1 screenshot.

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



#### 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

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[Diagnostics] Sales 6.10 (39708) created 2018-...  
Application: Sales 6.10 (39708)

8:51 AM

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RE: Lytx/Drivecam - 4 Day Reminder - Work Or...  
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Alan, Good morning. My tech, Steve, reached

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Mon 3:01 PM

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Mon 3:00 PM

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Hi Tate and Alan, Alan, thanks for your time

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Re: [EXT] 206  
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Fri 6/29

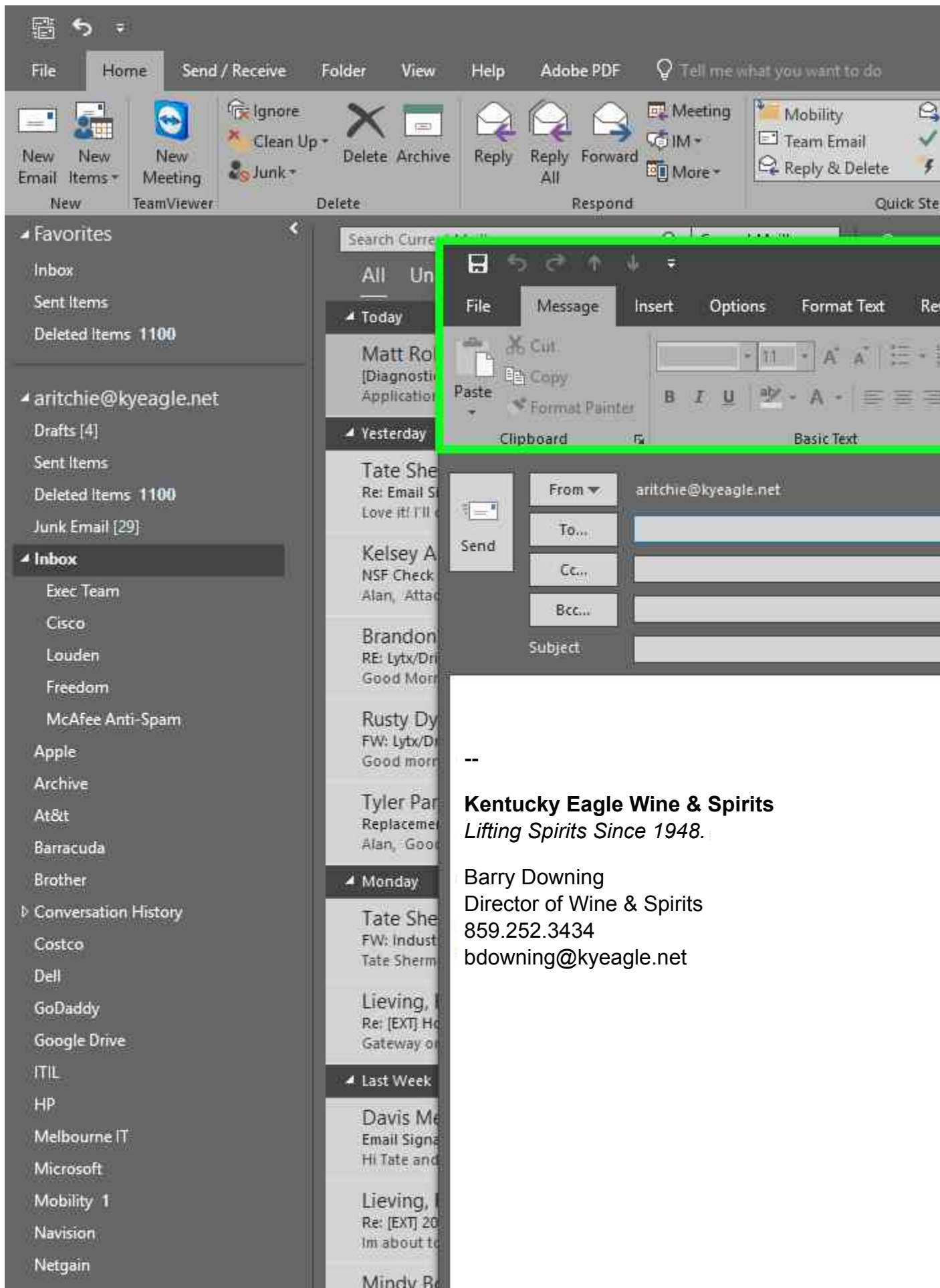
Mindy Bockrath

Step 2 screenshot.

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



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

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

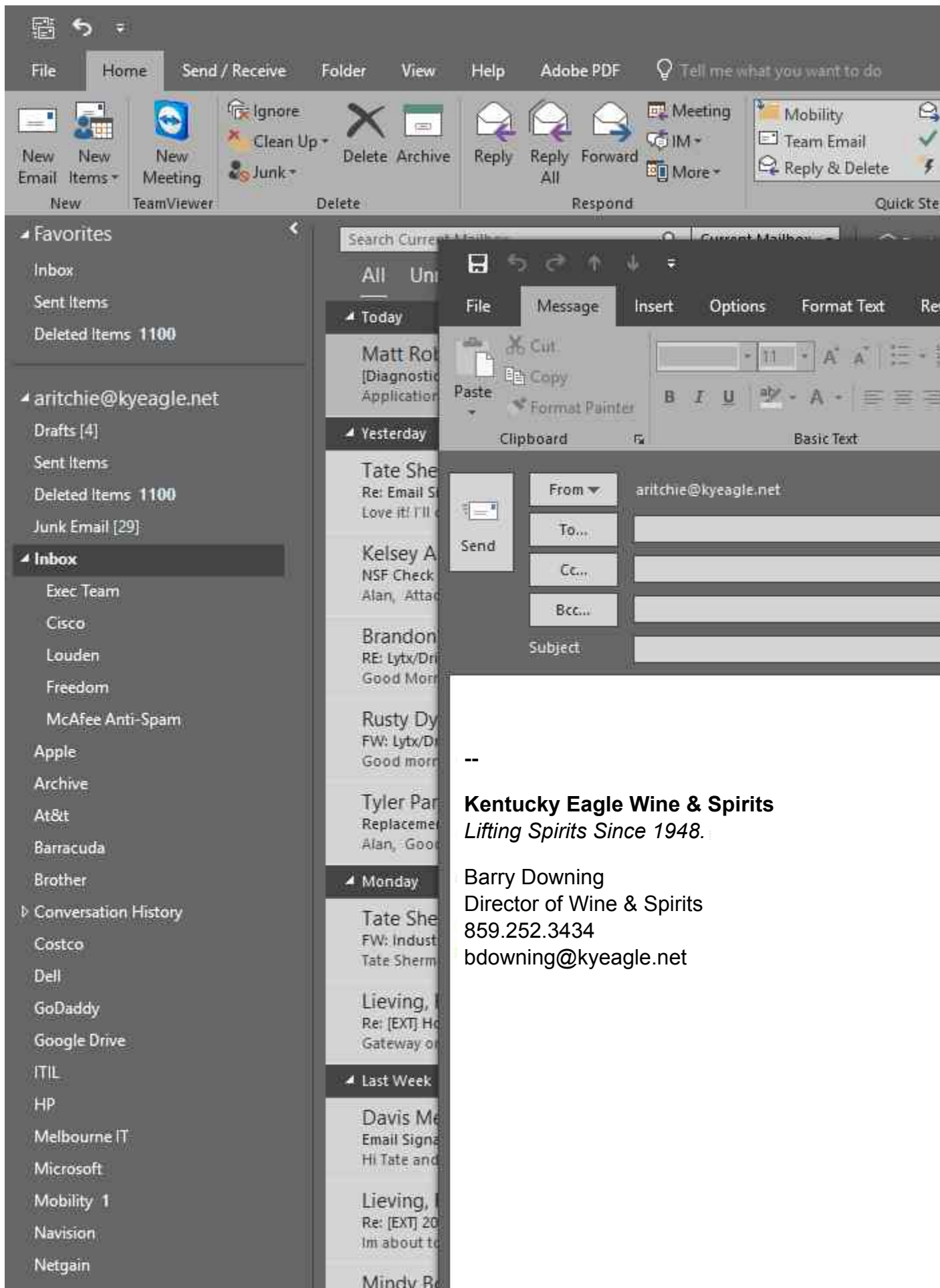
Step 3 screenshot.

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





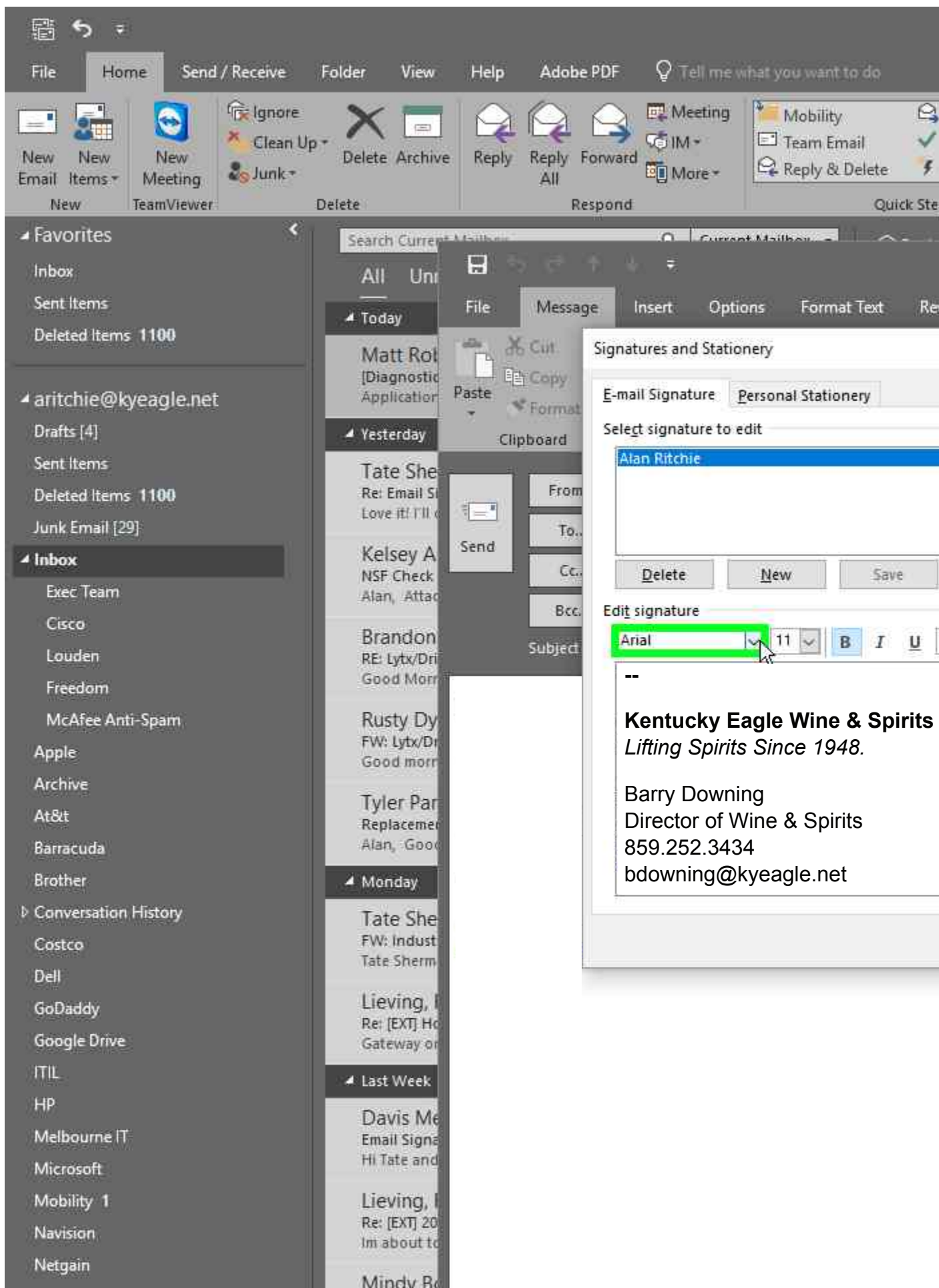


Step 4 screenshot.

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

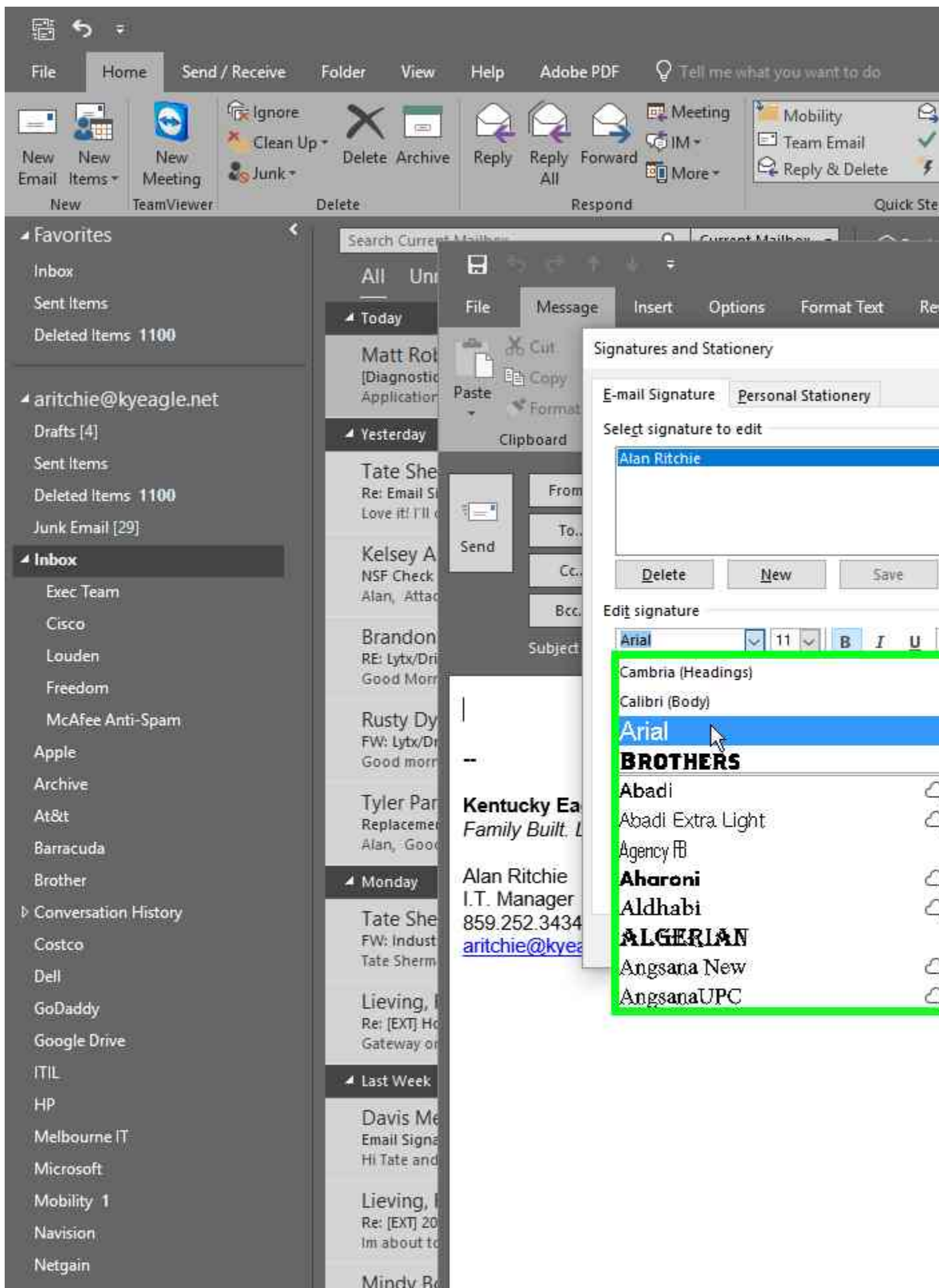


Step 5 screenshot.

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

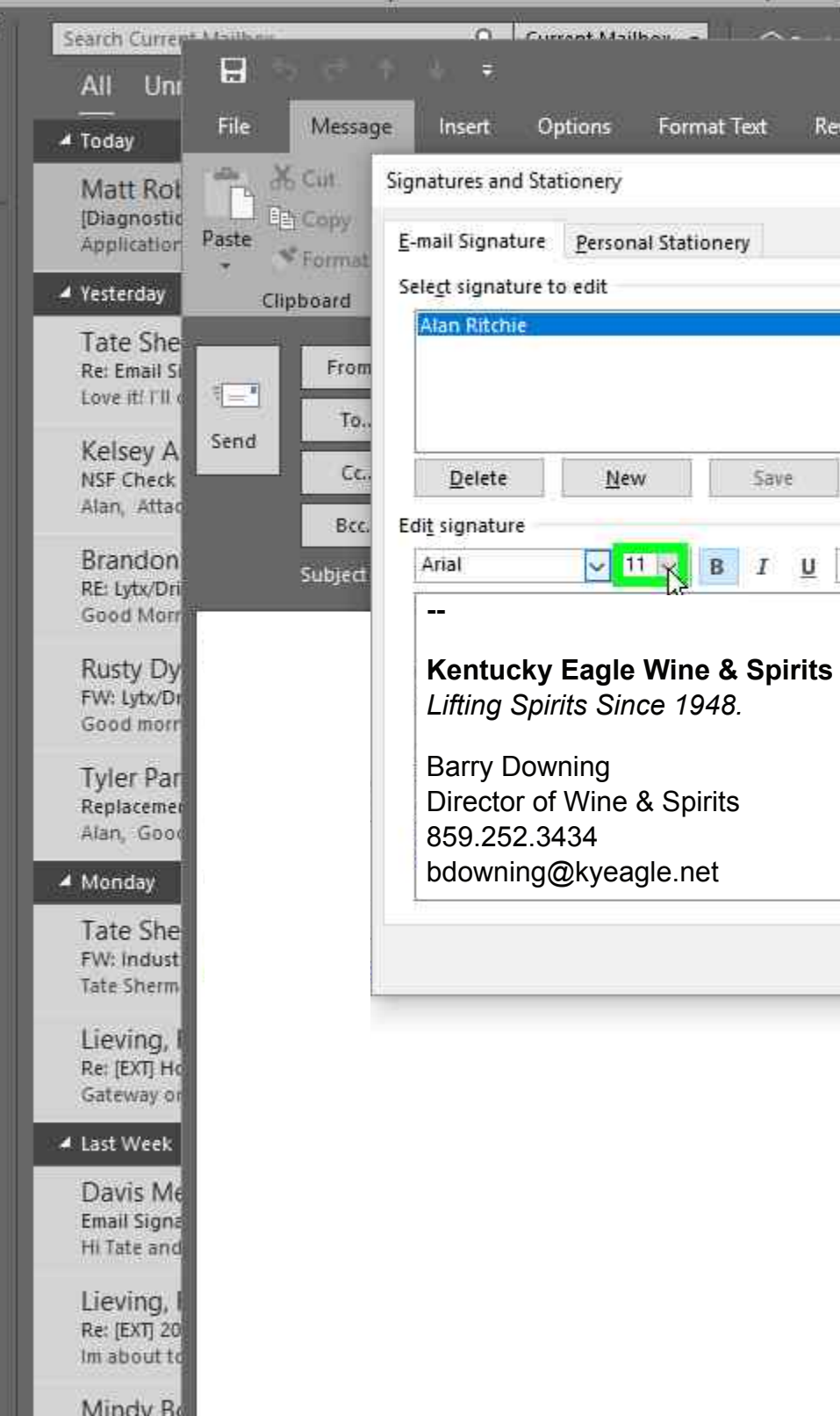
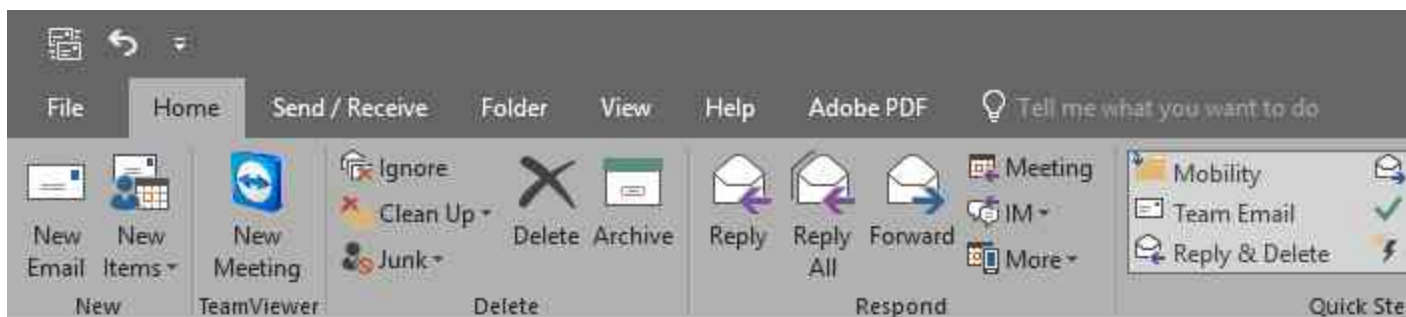


Step 6 screenshot.

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



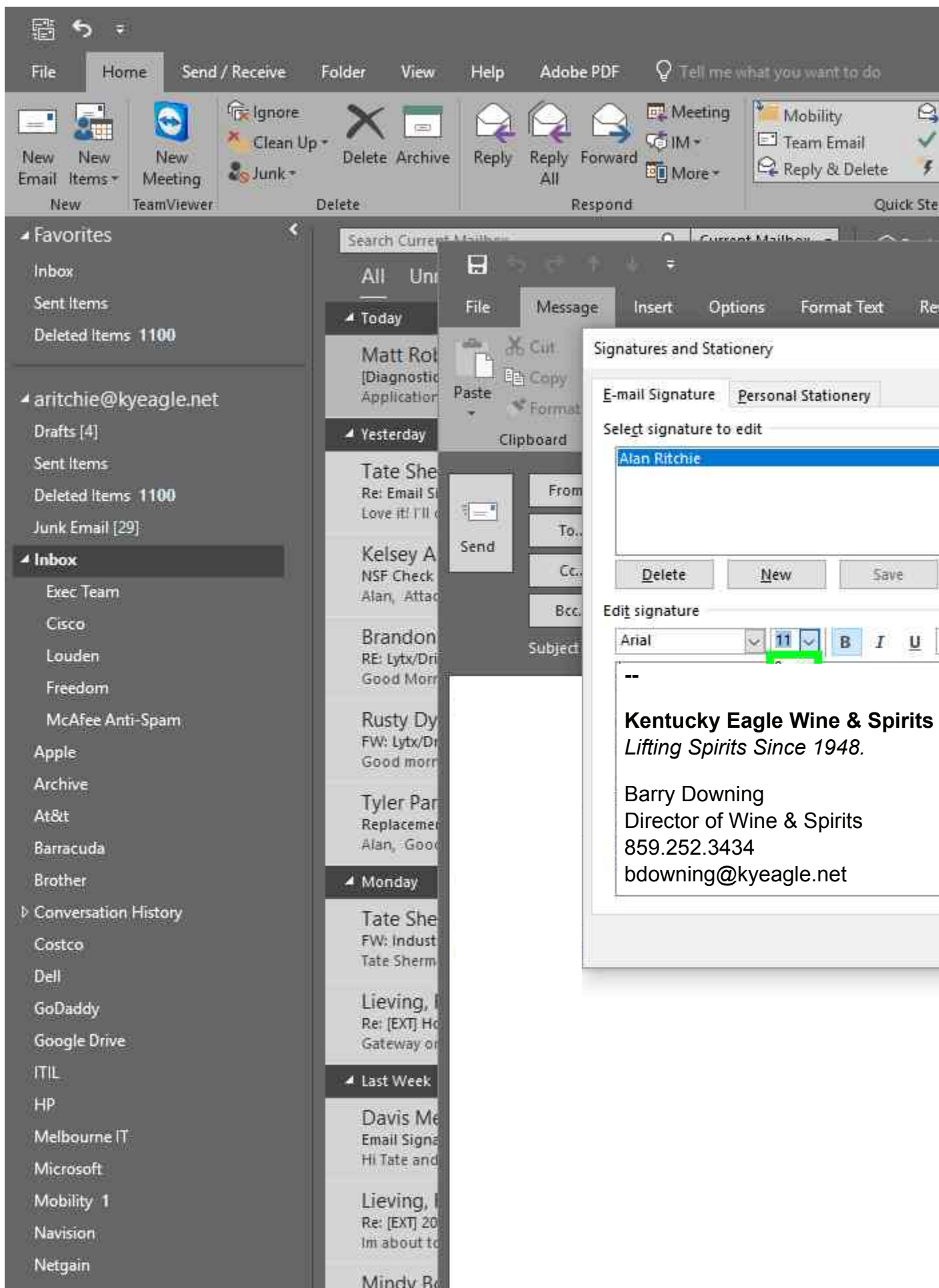
Step 7 screenshot.

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



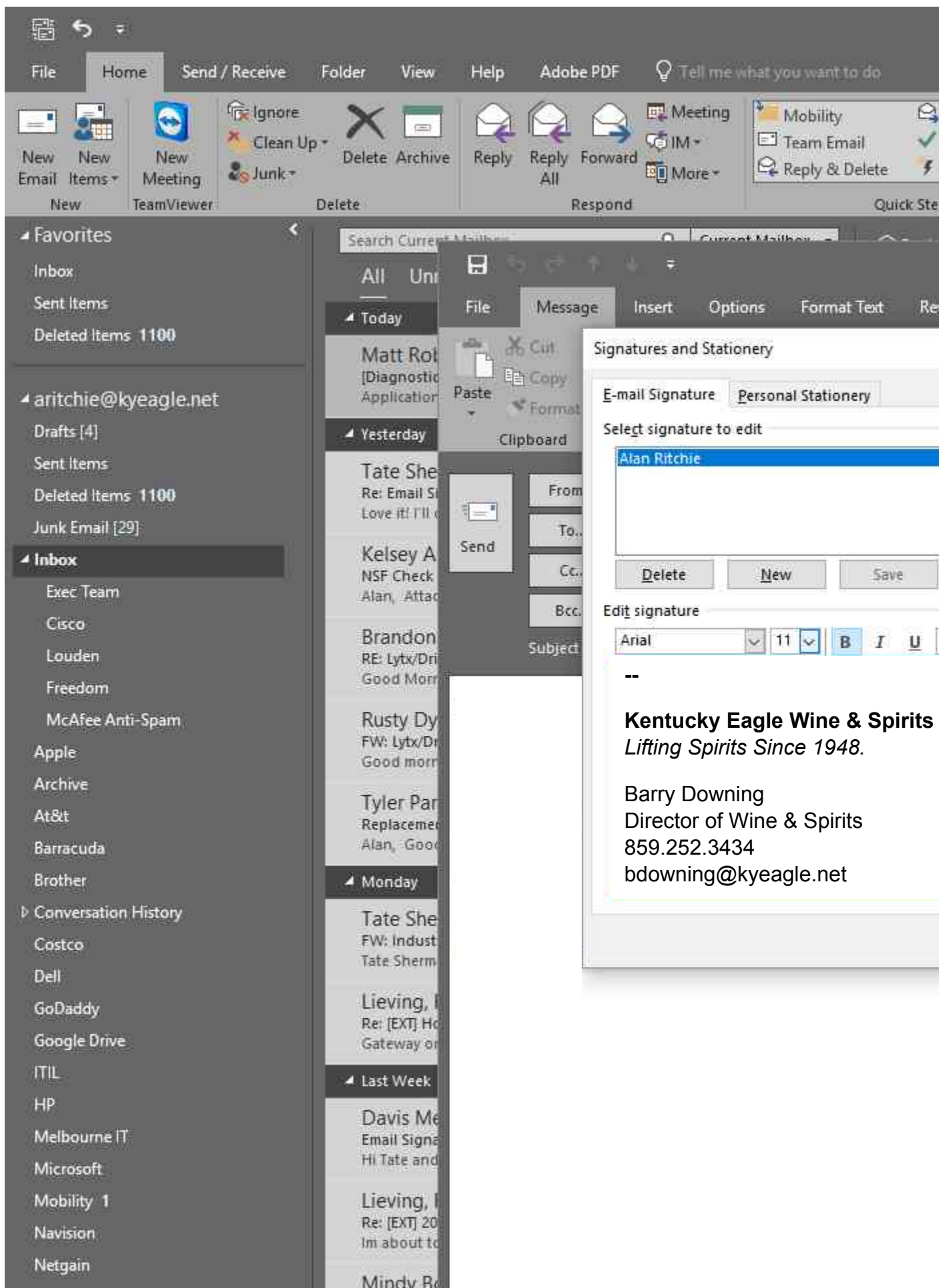


Step 8 screenshot.

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

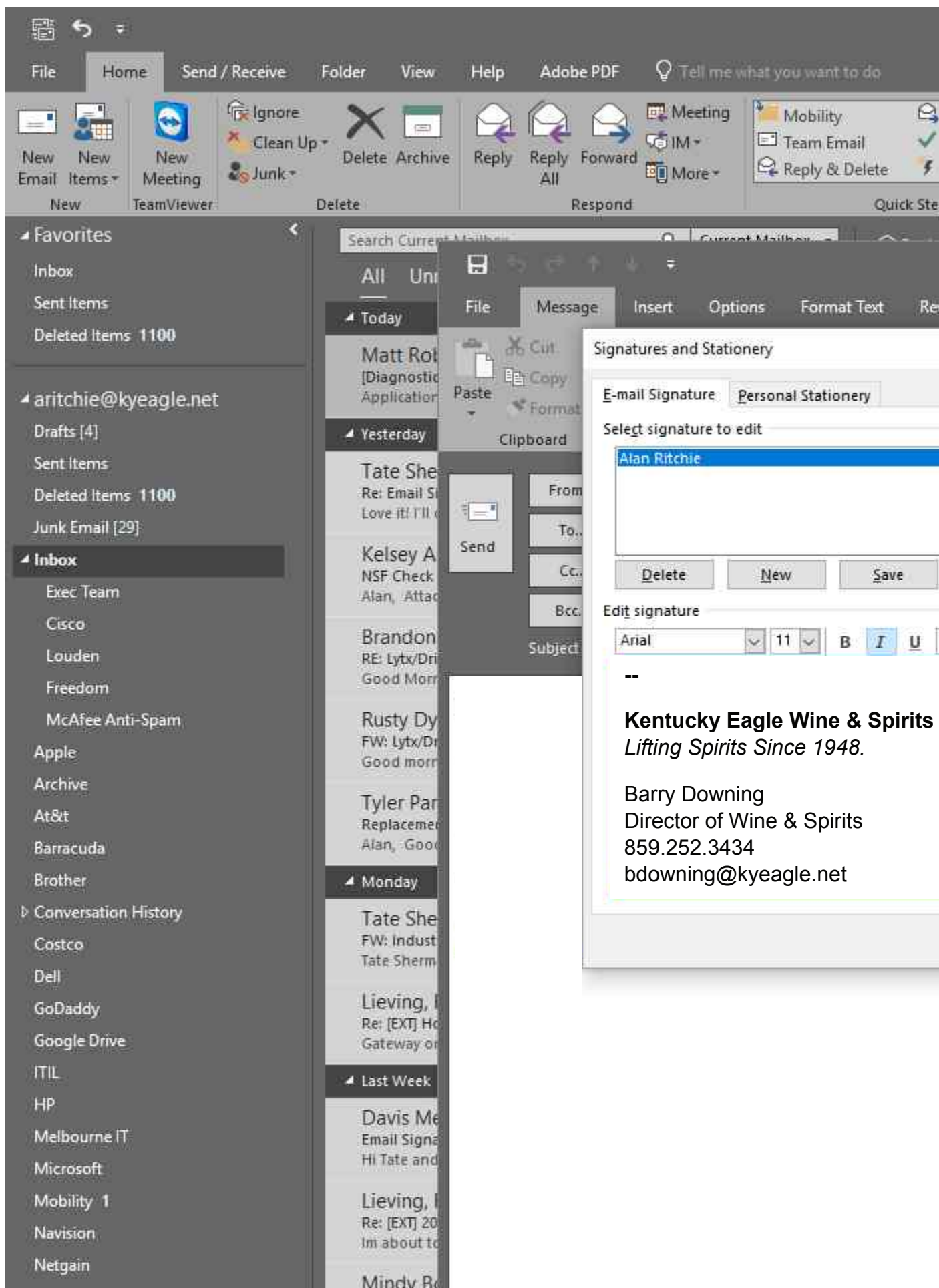


Step 9 screenshot.

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

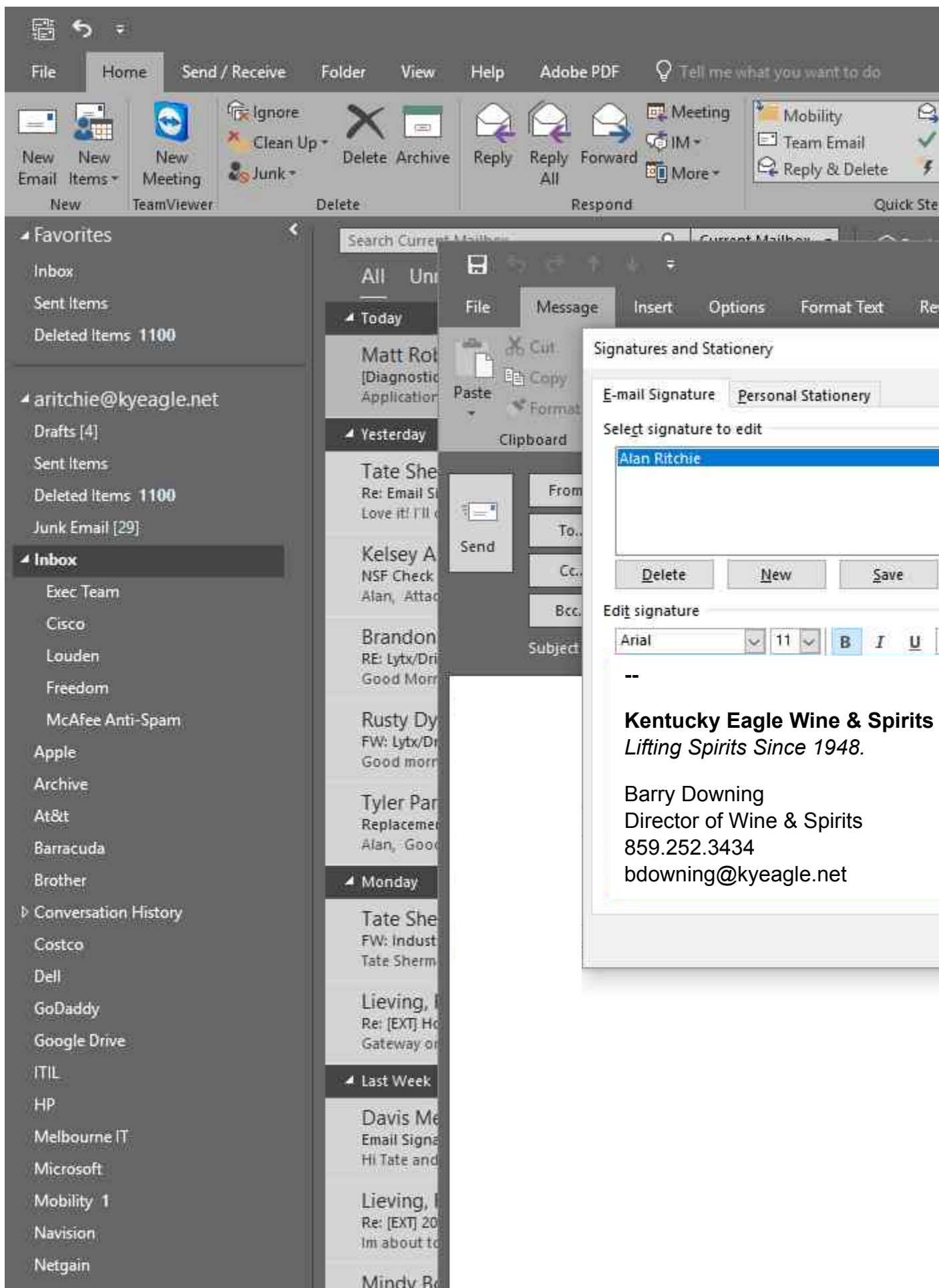


Step 10 screenshot.

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



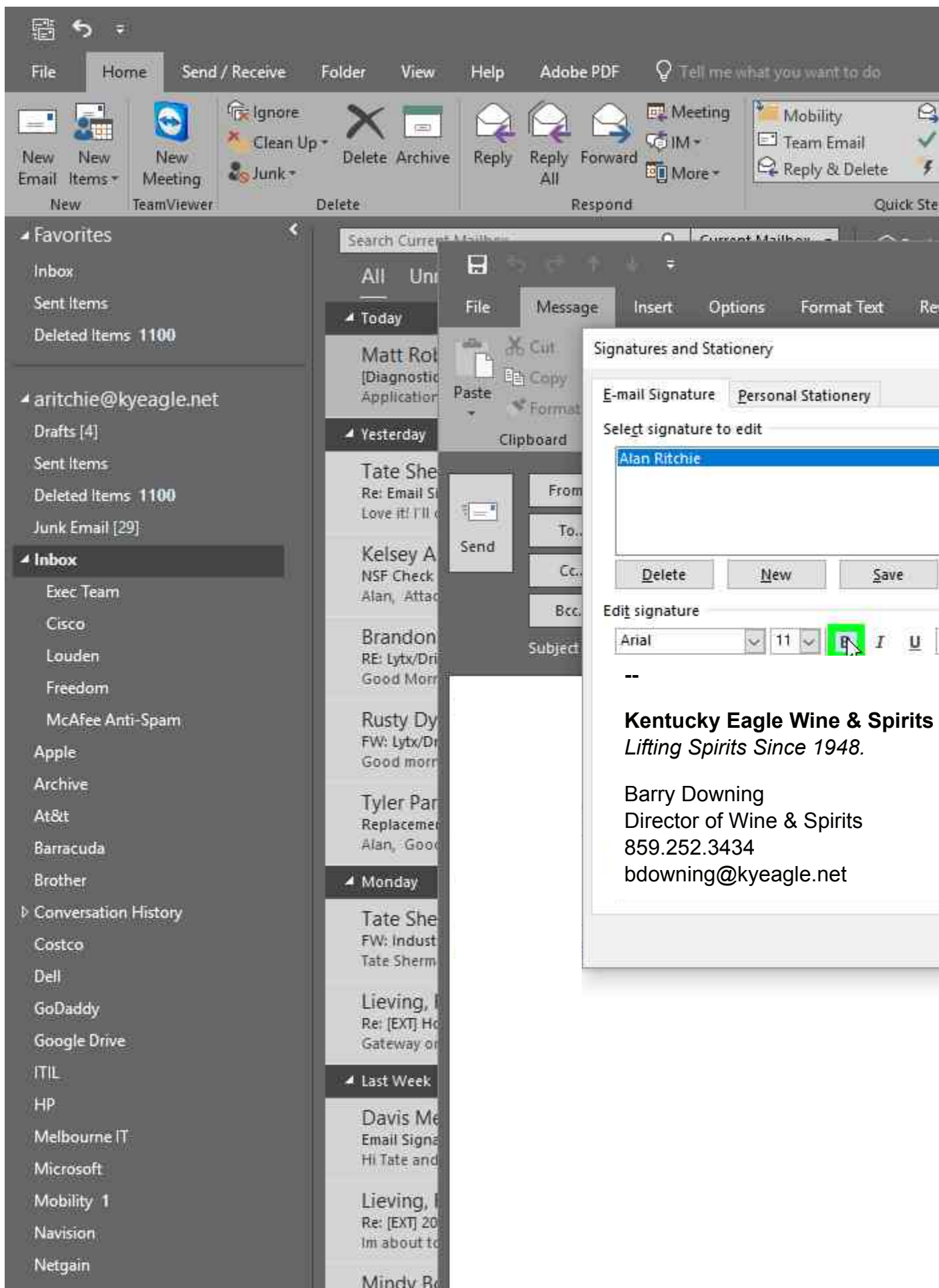


Step 11 screenshot.

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

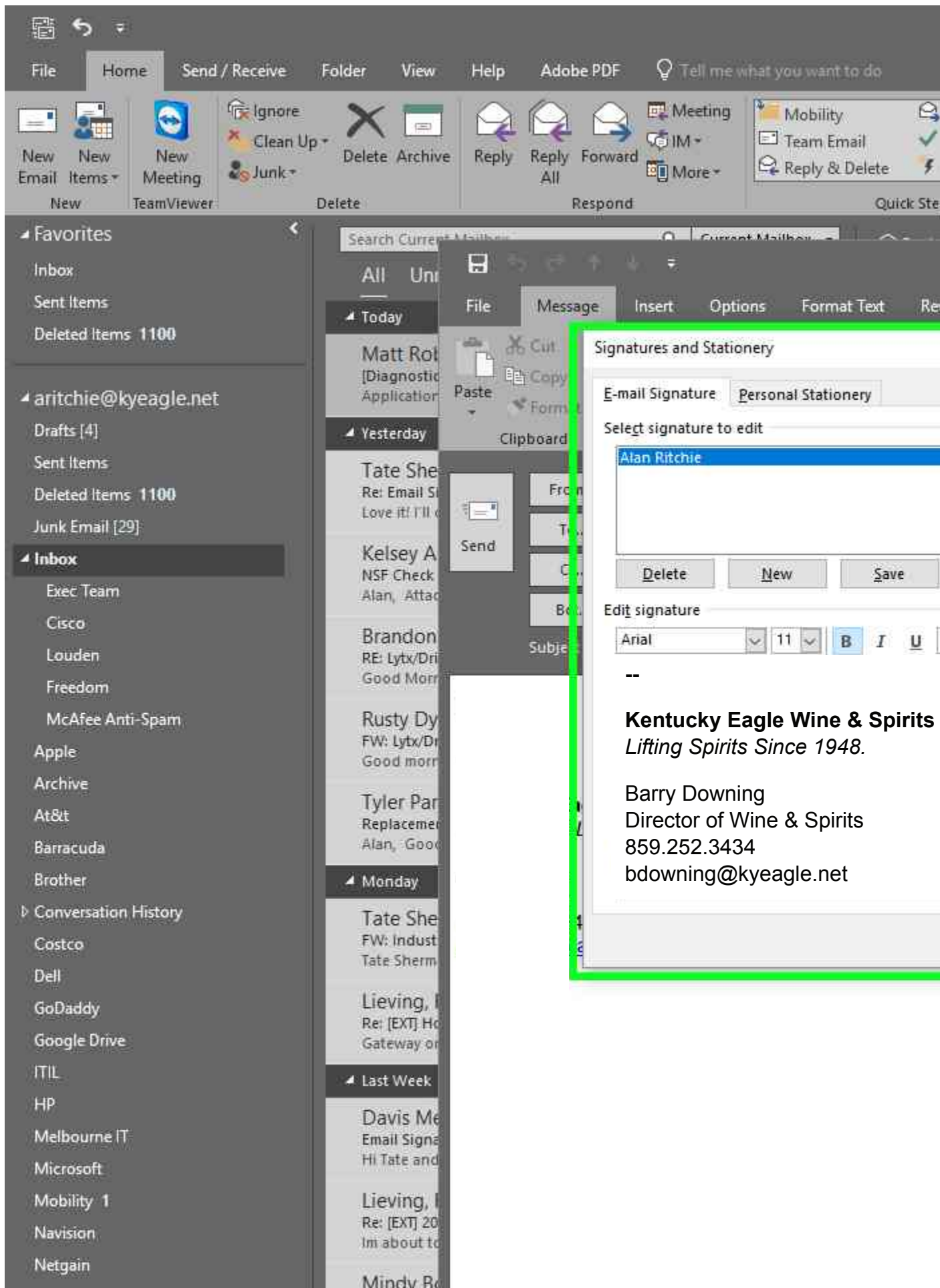


Step 12 screenshot.

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



Step 13 screenshot.

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## 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*

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