OANC QUICK TIPS

ANC Email Basics

Whether you are an old pro with Outlook or a beginner, it is always helpful to have a quick reference to some of the basic features of your official ANC email account. This quick reference will go over the following three features:

- Changing your Password
- Setting up your signature block
- Setting up an out of office/automatic reply message

No. 1 - Changing Your Email Password

If you ever want to change the password of your ANC email account, use the following process:

1) When logged in to your account, look for the circle with your initials in the upper right corner of your screen. Click on the icon to expand the menu.
2) Click on the "My account" hyperlink.
3) On the new window that opens, click on the "Change Password" option on the Password tile.
4) Type in your old and new passwords in the appropriate boxes and click "Submit."
5) Congratulations, you have changed your password.
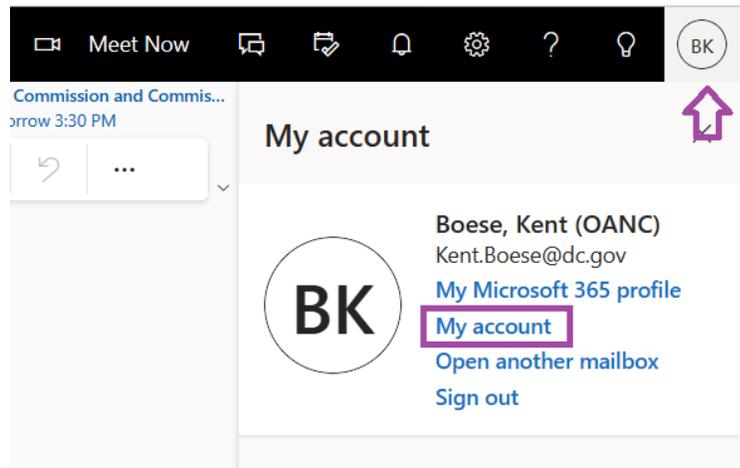
NOTE: If you are ever locked out of your ANC email and/or need to have the password reset remotely, contact the OANC at OANCS@dc.gov

No. 2 - Setting Up your Signature Block

You may want to set up a signature block for all outgoing email. To get started, follow these steps:

1) Click on the Cog icon at the top right of your screen (see image below).

2) When the menu opens, scroll to the bottom and click on the "View all Outlook Settings" link. This will open a new window.

3) On the new window, look for and click on the "Compose and Reply" link.
4) Next, click the "+ New Signature" to create a new signature block (see below for example of where these links are located).
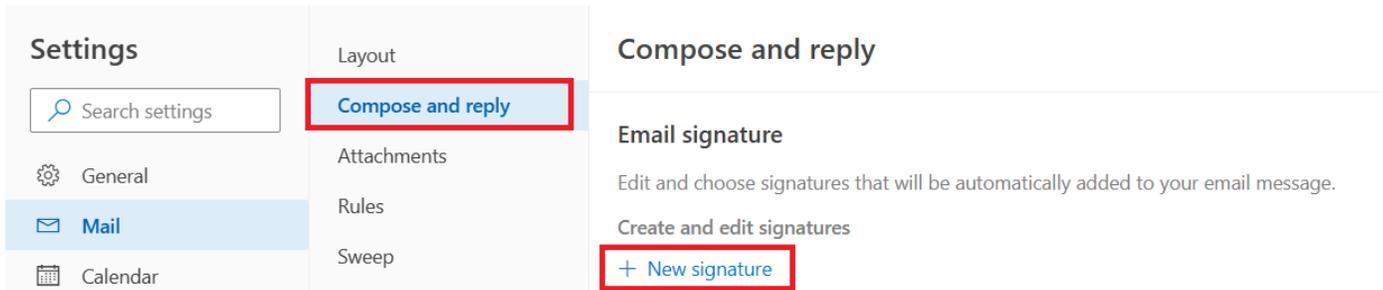
5) After you click on the "+ New Signature", it will ask you to name your signature. You can create multiple signature blocks for different purposes - such as Initial email, Reply remail, etc. Name your signature block in the box provided (see image below for example).
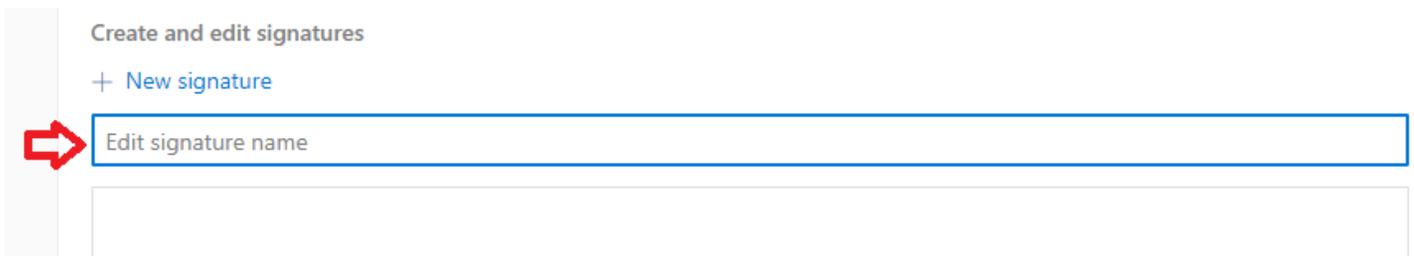
6) Once you have created your signature block, click "Save."
7) Congratulates, you are done. See end of document for signature block example.

No. 3 - Setting up an out of office/automatic reply message

An automatic reply message may be useful when you are on travel. In addition to informing your constituents that you are away from email, it can also include the name, email, or phone number of another contact for important matters.

To set an automatic reply message, follow these steps:

1) Click on the Cog icon at the top right of your screen (see image above).
2) When the menu opens, scroll to the bottom and click on the "View all Outlook Settings" link. This will open a new window.
3) On the new window, look for and click on the "Automatic replies" link. This will open a new screen to the right (see image below).
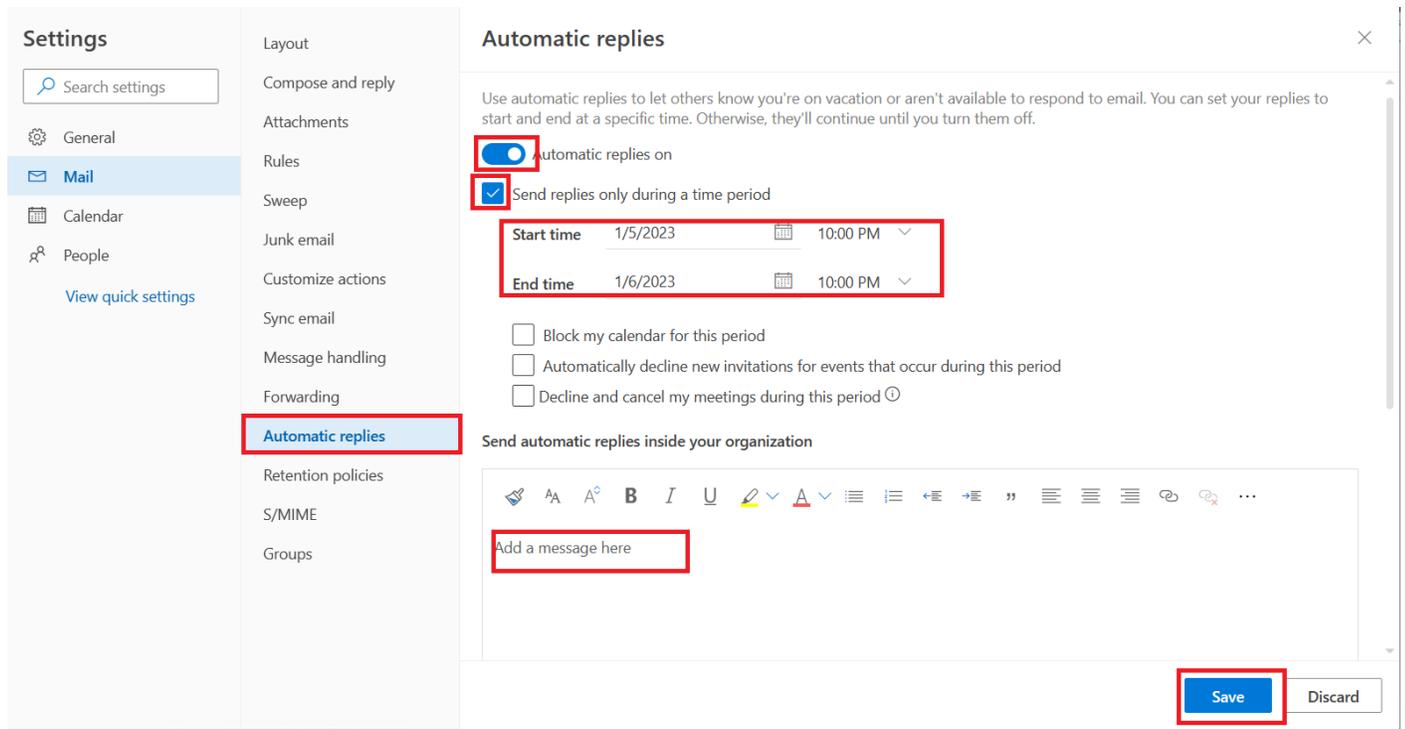
4) On the Automatic replies screen, pay attention to the following areas:
   a) Click the slide to the right of "automatic replies on" to turn replies on or off.
   b) Check the box next to "Send replies only during a time period" to indicate when to start and stop automatic messages.
   c) Put in start and end dates and times in the appropriate boxes.
5) Type in a message that you want to send to people when you are away from your ANC email. A good automatic message will include the following:
   a) Informing people of your return date
   b) Indicating if you are able to check email occasionally during your time away
   c) Indicating who people can contact on an urgent matter, and providing either email or phone number for that contact
6) Click "Save."

Examples:

Sample Signature Block:

    Kent C. Boese | Advisory Neighborhood Commission 1A | Single Member District (SMD) 1A08
    608 Rock Creek Church Road, NW | Washington, DC 20010
    202-525-xxxx | 1a08@anc.dc.gov | Twitter: @KentBoeseDC

Sample Automatic Response:

    Thank you for reaching out to Commissioner Gilligan (1Z12). I am currently unavailable with limited access to email until December 10, 2022. I will respond as soon as possible. If this is an urgent matter, please contact my colleague, Commissioner Brady, at 1Z03@anc.dc.gov