

INSTRUCTIONS

Requirements

Desktop platforms:Windows 11/10/8/7/Vista/XP/2000, macOSDesktop software:Notes 12/11/10/9Server platforms:Windows, Linux, IBM i, AIXServer software:Domino 12/11/10/9

1. Confgure Email Signature Manager Profile

A. Click the "Edit ESM Profile" button and configure fields.

🗹 Edit ESM Profile

2. Generate Email Signature Report

A. Click the "Generate ESM Report" button and follow the prompts.

Generate ESM Report

Note: You must have at least ACL Reader access to each mailbox (read delegation access). If a Domino Administrator is using the ESM tool it is recommend to first open the Domino Admin client and select the "Full Administrator Access" option. If a red strikethough circle icon @ displays in the report it means you do not have access to the mailbox.

/ Full Access Administration

3. Update Mailbox Email Signatures

A. Click the "Update Mailbox Email Signatures" button and follow the prompts.

🔚 Update Mailbox Email Signatures

Note: You must have at least ACL Editor access to each mailbox (read, edit, create delegation access). If a Domino Administrator is using the ESM tool it is recommend to first open the Domino Admin client and select the "Full Administrator Access" option.

Full Access Administration

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