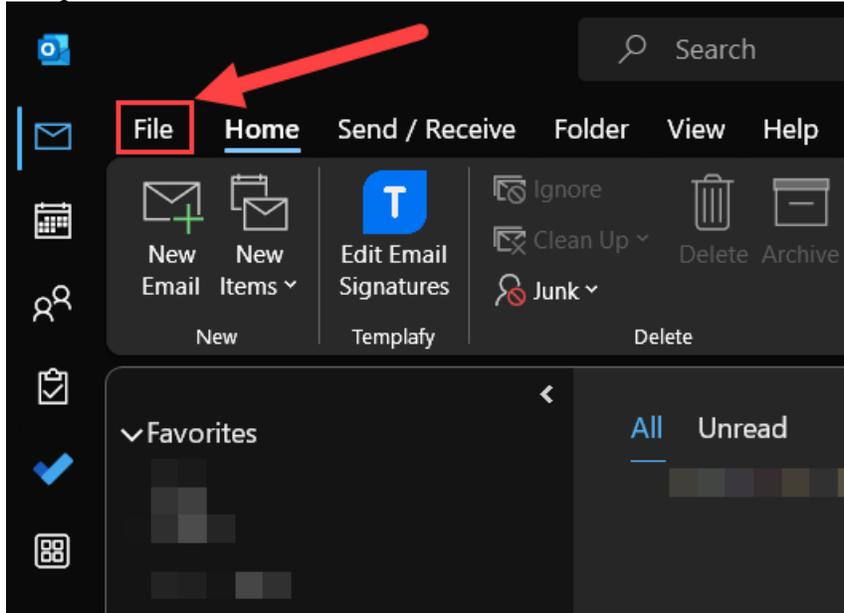


1. Open Outlook and click "File"



2. Click “Options”

The screenshot shows the Outlook 'Account Information' settings page. On the left sidebar, the 'Options' button is highlighted with a red box and a red arrow pointing to it from the top left. The main content area is titled 'Account Information' and features a dropdown menu for the account type, currently set to 'Microsoft Exchange'. Below this are several settings sections: 'Account Settings' (with a 'Change' button), 'Automatic Replies (Out of Office)', 'Mailbox Settings' (showing 98,7 GB free of 99 GB), 'Rules and Alerts', 'Manage COM Add-ins', and 'Manage Add-ins'. The bottom of the sidebar contains buttons for 'Office account', 'Feedback', 'Options', and 'Exit'.

Inbox - [redacted] - Outlook

Account Information

Microsoft Exchange

+ Add Account

Account Settings

Change settings for this account or set up more connections.

- Access this account on the web. <https://outlook.office365.com/owa/templafy.com/>
- Get the Outlook app for iOS or Android.

Change

Automatic Replies (Out of Office)

Use automatic replies to notify others that you are out of office, on vacation, or not available to respond to email messages.

Mailbox Settings

Manage the size of your mailbox by emptying Deleted Items and archiving.

98,7 GB free of 99 GB

Rules and Alerts

Use Rules and Alerts to help organize your incoming email messages, and receive updates when items are added, changed, or removed.

Manage COM Add-ins

Manage COM add-ins that are affecting your Outlook experience.

Manage Add-ins

Manage and acquire Web Add-ins for Outlook.

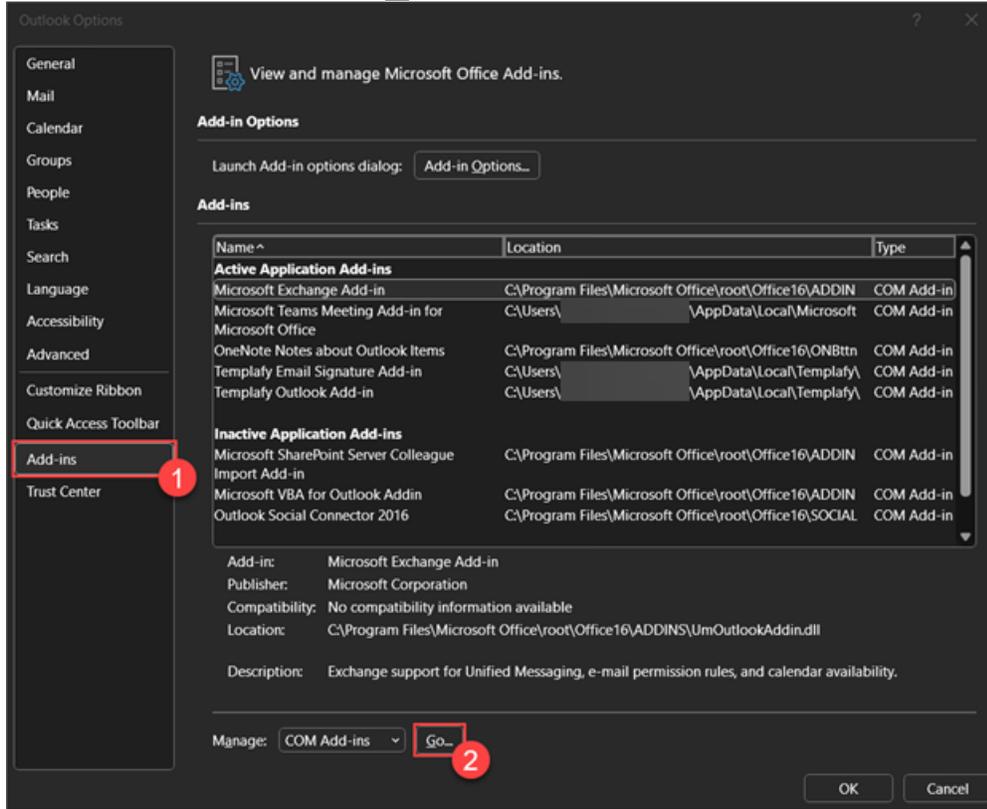
Office account

Feedback

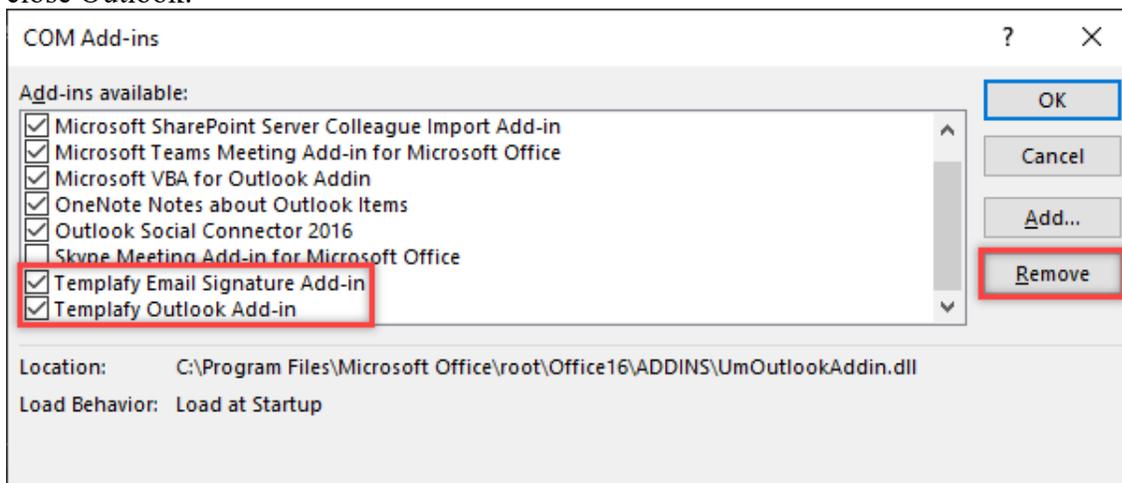
Options

Exit

3. Click “Add-ins” and then “Go...”



4. Find “Templafy Outlook Add-in” and “Templafy Email Signature Add-in”, click them one at a time and then click “Remove” for both Add-ins. Confirm they are gone. Then click “OK” and close Outlook.



5. Open Templafy Desktop and click “Check for updates”

