Email Signature Protocol

Sample:

Name
Title

Nebraska Department of Transportation
Address (optional)
OFFICE ###-###-####
CELL ###-###-####
email address
dot.nebraska.gov | Twitter

How to update your signature in Outlook:
- Open a new email message.
- Click the "Signature" button. It is located at the top in the include section.
- Select "Signatures…" from the drop down selection.
- Delete your existing signature in the large bottom text box.
  Copy & paste the signature sample from above.
- Update the signature with *your* correct information.
- Click "Save" and "Okay."

Customization:
- The physical or mailing address may be added
- Images should not be included in the signature block
- There is not a need for a privacy disclaimer for NDOT staff

Official Outlook instructions:

https://support.office.com/en-us/article/Change-an-email-signature-86597769-E4DF-4320-B219-39D6E1A9E87B

For updating your email signature on other devices, ask IT Support.