

STEP ONE: Choose an email signature

Our new DPS email signatures are easy to customize. Choose one of the four options below, based on your preferences. All email signature options include your **name, title, contact information**, as well as the **DPS logo, social media icons and Shared Core Values**.

You can customize your signature by choosing to add your **department name, pronouns** and an **additional line**, such as a quote or an important message. You can delete any elements that aren't relevant to you, such as a cell phone number or desk number.

QUICK LINKS

[OPTION 1](#) Standard email signature

[OPTION 2](#) + Department name

[OPTION 3](#) + Pronouns line

[OPTION 4](#) + Additional line

[OPTION 5](#) + Department name and additional line

[DETAILED INSTRUCTIONS](#)

OPTION 1

Standard email signature

[Click here for Option 1](#)

FIRST NAME LAST NAME

Your Title Goes Here

1860 Lincoln St., Denver, CO 80203 | Floor or Desk #
p 000-000-0000 | c 000-000-0000 | dpsk12.org



Students First . Integrity . Equity
Collaboration . Accountability . Fun

OPTION 2

Standard email signature
+ department name

[Click here for Option 2](#)

FIRST NAME LAST NAME

Your Title Goes Here

Your Department Name Goes Here

1860 Lincoln St., Denver, CO 80203 | Floor or Desk #
p 000-000-0000 | c 000-000-0000 | dpsk12.org



Students First . Integrity . Equity
Collaboration . Accountability . Fun

OPTION 3

Standard email signature
+ pronouns line

[Click here for Option 3](#)

FIRST NAME LAST NAME**Your Title Goes Here****Pronouns: (Example: He/Him/His)**

1860 Lincoln St., Denver, CO 80203 | Floor or Desk #
p 000-000-0000 | **c** 000-000-0000 | dpsk12.org



Students First . Integrity . Equity

Collaboration . Accountability . Fun

Learn more about why pronouns are important [here](#).

OPTION 4

Standard email signature
+ additional line

[Click here for Option 4](#)

FIRST NAME LAST NAME**Your Title Goes Here**

1860 Lincoln St., Denver, CO 80203 | Floor or Desk #
p 000-000-0000 | **c** 000-000-0000 | dpsk12.org



Students First . Integrity . Equity

Collaboration . Accountability . Fun

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Proin eu orci hendrerit.



UPDATING YOUR EMAIL SIGNATURE

OPTION 5

- Standard email signature
- + department name
- + additional line

[Click here for Option 5](#)

FIRST NAME LAST NAME

Your Title Goes Here

Your Department Name Goes Here

1860 Lincoln St., Denver, CO 80203 | Floor or Desk #

p 000-000-0000 | c 000-000-0000 | dpsk12.org



Students First . Integrity . Equity

Collaboration . Accountability . Fun

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Proin eu orci hendrerit.

Need an email signature for your department?

Email marketing@dpsk12.org.





STEP TWO: Create your customized email signature

1. Click on the email signature you want from the five options provided in this document. The signature will open in a new browser window. **NOTE:** These HTML files work best when viewed with Google Chrome.
2. Select the entire signature (Ctrl+A on a PC, +A on a Mac) and copy.
3. In the top-right corner of Outlook Web App, click the gear icon and select "Options".
4. Click on Options > Mail > Layout > Email Signature.
5. Paste the signature you copied into the blank Email Signature space.
6. Type your name in all caps.
7. Type your title, capitalizing each word in your title.
8. Type your department name or pronouns if you selected one of those options.
9. Edit your phone number using dashes as it's shown (000-000-0000).
10. Customize any other information you want to include, such as your address or your cell phone number. Delete any elements that are not relevant, but keep the same general layout as the example.
11. Click Save in the top-left corner.
12. Click on Mail in the top-left corner to return to your inbox.

Have questions or need support? Email marketing@dpsk12.org.