# **Approved Format for Email Signatures**

Customize the signature below with your contact information to add to Outlook. Follow the instructions to use the template:

**Step 1:** Hover over the signature andclickCursor that appears when you hover over a table. to select all the elements in the signature.

**Step 2:** Select **Copy (Ctrl + C)**.

**Step 3:** Follow the instructions on these websites to add the signature to Outlook:

* Outlook for PC/Outlook on the web: <https://bit.ly/3Dmym7y>
* Outlook for Mac: <https://bit.ly/3Ftw20c>

**OPTION 1:**

|  |
| --- |
| **Name**  ***Title, Department***  XXX-XXX-XXXX (office) | XXX-XXX-XXXX (fax)  name@HoustonISD.org (email)    **HOUSTON INDEPENDENT SCHOOL DISTRICT**  Hattie Mae White Educational Support Center  [4400 West 18th Street  |  Houston, TX 77092-8501](x-apple-data-detectors://2)  Keep up with the latest news from HISD: [www.HoustonISD.org](http://www.houstonisd.org/)  Follow HISD on Twitter: @HoustonISD  Like HISD on Facebook: [www.facebook.com/HoustonISD](http://www.facebook.com/HoustonISD) |

**OPTION 2:**

|  |
| --- |
| **Name**  ***Title, Department***  **APPROVED DEPARTMENT TAGLINE**  XXX-XXX-XXXX (office) | XXX-XXX-XXXX (fax)  name@HoustonISD.org (email)    **HOUSTON INDEPENDENT SCHOOL DISTRICT**  Hattie Mae White Educational Support Center  [4400 West 18th Street  |  Houston, TX 77092-8501](x-apple-data-detectors://2)  Keep up with the latest news from HISD: [www.HoustonISD.org](http://www.houstonisd.org/)  Follow HISD on Twitter: @HoustonISD  Like HISD on Facebook: [www.facebook.com/HoustonISD](http://www.facebook.com/HoustonISD) |