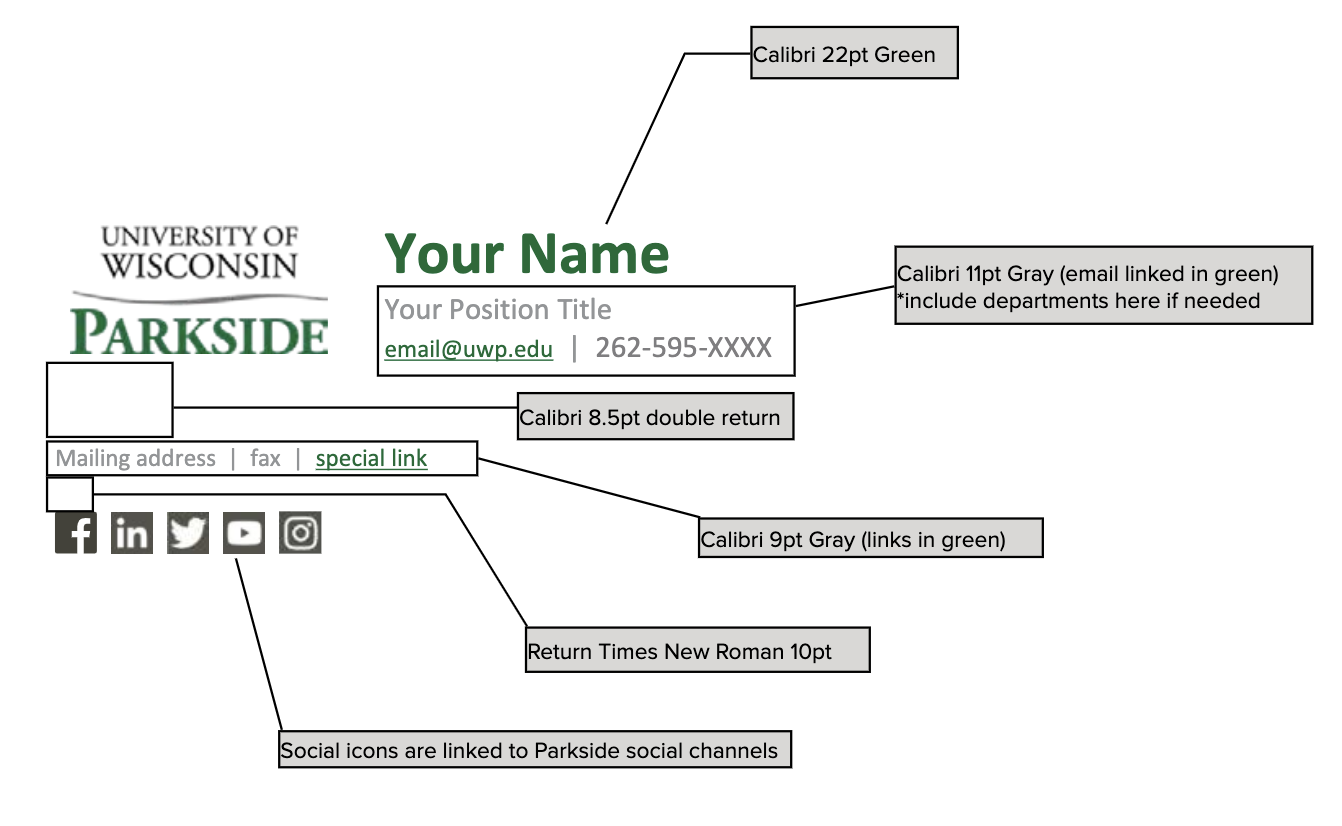
**EMAIL SIGNATURE ANATOMY**



**EMAIL SIGNATURE TEMPLATE**

Replace words and hyperlinks in the template below with your information and links. Be sure to keep formatting as detailed in the EMAIL SIGNATURE ANATOMY. Then, copy everything and paste into the Signature editor in Outlook. Text and images below are in a table. If absolutely necessary, you may adjust the width for the table or columns.

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Social media icons are optional. You may replace Parkside links with department social links.

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**COMPLETED EXAMPLES**

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