**Design and Construction – Email Signature Block**

This new standardized signature block should be used for all new sent messages. You may elect to use a shorter signature block for forwarded or reply messages.



**Instructions for Adding Your Signature**

1. Copy the below Signature Block (Highlight and Right Click, Select Copy)

**Amber Chellis-Omedo, RA, LEED AP**

 Architect

**Georgia Institute of Technology** | Facilities Design & Construction

470-363-5176

151 6th Street NW, Atlanta, GA 30332-0351 [MAP](http://facilities.gatech.edu/sites/default/files/documents/FacilitiesOKeefeLocationMap.pdf)

[www.facilities.gatech.edu](http://www.facilities.gatech.edu/)

amber.chellisomedo@facilities.gatech.edu

1. Open a new email. Click on the Message Tab. Click on the Signature Pull Down.



1. Click on Signatures. Paste the copied signature, choosing Keep Source Formatting, into a new or existing signature and save.
2. Edit the name, title, phone, and email. Save the signature.
3. Set the saved signature for your New Messages.



