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# Copy and paste the below email signature into your email signature settings.

Using the Office 365 web app? Copying and pasting the email signature from [GIC’s email signature web page](https://gic.delaware.gov/EmailSignatures) may be easier.

1. Make sure to edit and copy the below signature from a word document.
2. Edit the below email signature to your needs. Add your logo or change colors to match your agency’s branding. Right click the social media icons, select “Hyperlink” then add the correct link for your agency’s social media channels. Simply delete icons if they are not necessary. Make sure your logo or image is at most 150px in height and width.

***Note:*** To make your phone number a link that users can click to call, insert a new link as you normally would then instead of typing an email or web address, type: “tel:” then insert your number with no dashes or spaces. For example your number would appear as: “tel:3021234567” in the link field.

1. Add the email signature to your own email signature through settings. Follow the instructions here: <https://support.microsoft.com/en-us/office/create-an-email-signature-31fb24f9-e698-4789-b92a-f0e777f774ca>
2. If you often use a web app, you should follow these instructions: <https://support.microsoft.com/en-us/office/create-and-add-an-email-signature-in-outlook-web-app-0f230564-11b9-4239-83de-f10cbe4dfdfc>

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| Tip: Add alt-text to your image to help describe what it is when your image fails to load or for screen-reader users. Right click the image and select “Edit Alt Text…” |

View email signatures in the next page.

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| [**agency.delaware.gov**](http://www.my-company.com) | |  | | --- | | **First Name and Last Name**  (He/Him/His or Her/She/Hers or They/Their/Them) ***Position Title*** Example of Very Long Agency Name Placed Here | | **M:** [(302) 123-4567](tel:3021234567) **P:** [(302) 123-4567](tel:3021234567) **E:** [first.last@delaware.gov](mailto:first.last@delaware.gov) | | Building  Street  City, Delaware, Zip | |  | | [facebook icon](https://www.facebook.com/MyCompany)  [twitter icon](https://twitter.com/MyCompany404)  [youtube icon](https://www.youtube.com/user/MyCompanyChannel)  [linkedin icon](https://www.linkedin.com/company/mycompany404)  [instagram icon](https://www.instagram.com/mycompany404/) | |
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| **First Name and Last Name**  (He/Him/His or Her/She/Hers or They/Their/Them)*Position Title* Example of Very Long Agency Name Placed Here | myagency.delaware.gov |
| **M:** [(302) 123-4567](tel:3021234567) **P:** [(302) 123-4567](tel:3021234567) **E:** [first.last@delaware.gov](mailto:first.last@delaware.gov) |
| Building  Street  City, Delaware, Zip |
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| **First Name and Last Name**  (He/Him/His or Her/She/Hers or They/Their/Them)*Position Title* Example of Very Long Agency Name Placed Here | myagency.delaware.gov |
| **M:** [(302) 123-4567](tel:3021234567) **P:**[(302) 123-4567](tel:3021234567) **E:** [first.last@delaware.gov](mailto:first.last@delaware.gov) |
| Building  Street  City, Delaware, Zip |
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