Email Signature Template and Standards

Please copy this template into Outlook and customize it with your professional contact information following the standards outlined on pages 2-3 of this document.

## Email Signature Template:

**First and Last Name**

**Position/Title**

Idaho Department of Lands

Address

Office: (208) xxx-xxxx

Email:

<https://www.idl.idaho.gov>



## Template with Fire Logo:

**First and Last Name**

**Position/Title**

Idaho Department of Lands

Address

Office: (208) xxx-xxxx

Email:

<https://www.idl.idaho.gov>



## Mobile Devices Template (without logo):

**First and Last Name**

**Position/Title**

Idaho Department of Lands

Address

Office: (208) xxx-xxxx

Email:

<https://www.idl.idaho.gov>

# Signature Standards

**Required**:

* Your first and last name
* Your position or title
* Agency name
* Address
* Office phone number (and mobile phone number if state-reimbursed)
* Your email address
* IDL website (or specific page on the IDL website if applicable to your position)

**Optional**:

* Mobile phone number (except required if state-reimbursed)
* Fax number
* Certifications, credentials (example: “Archie Gray, Certified Forester”)
* Regular hours (include time zone)
* OGCC website
* Division, bureau, or program and link to specific IDL webpage
* Department logo or Fire Bureau logo

**Not Allowed:**

Do not include personal quotes in your signature. This will present a professional image and avoid having others assume a particular statement represents the agency.

**Images:**

If you include a logo in your email signature, use the department logo or Fire Bureau logo and make sure it includes alt text. A standard IDL logo is the only image allowed in your email signature.

# Accessibility and Logo Alt Text

The logo in your email signature must have alt text to describe the image for those viewing your email with a screen reader or other assistive technology.

Use the following alt text:

* Idaho Department of Lands logo
* Idaho Department of Lands Fire Bureau logo

The [templates](#_Standard_Email_Signature) on page 1 of this document include alt text. When you copy/paste the template to Outlook to create your email signature, the alt text should be included. Follow the instructions below to check the alt text.

Outlook Desktop Application (Windows), check the alt text:

1. After the logo has been added to an email signature
2. **Right-click** the image and select **Picture...**
3. Then click the **Alt Text** tab
4. Make sure the content of the alt text is appropriate
5. Click **OK** to complete

Outlook for the Web, check the alt text:

1. After the logo has been added to an email signature
2. **Right-click** the image and select **Add alternate text**
3. Make sure the content of the alt text is appropriate
4. Click **OK** to complete

# How to Create an Email Signature in Outlook

Find instructions and a video in Microsoft’s support article [Create and add a signature to messages](https://support.microsoft.com/en-us/office/create-and-add-a-signature-to-messages-8ee5d4f4-68fd-464a-a1c1-0e1c80bb27f2?redirectSourcePath=%252fen-us%252farticle%252fLearn-more-about-creating-signatures-in-Outlook-fec3707b-934d-4921-82d2-5896dff94532).

**Outlook on the Web (Office 365):**

Microsoft’s support article [Create and add an email signature in Outlook on the web](https://support.microsoft.com/en-us/office/create-and-add-an-email-signature-in-outlook-on-the-web-5ff9dcfd-d3f1-447b-b2e9-39f91b074ea3).

**Outlook on Mobile Devices:**

Omit the logo from the signature blockwhen setting up a signature on your mobile device. (In Microsoft Outlook for mobile devices, one cannot include an image in signatures generated by the mobile app.)