Copy and paste the below signature block template into your email signatures in Outlook. Then fill in your information. All the fonts and sizes are correct in the below template.

Here are a few pronoun options:

* He/ Him/ His
* She/ Her/ Hers
* They/ Them/ Theirs

Please feel free to customize to your personal pronouns.

Template:

**Name** (Pronouns)

Title

Department | Division

**Phone** | **Cell**

Address | Las Vegas, NV 89101



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Example:

**Jace Radke** (He/Him/His)

Senior Public Information Officer

Communications | Public Affairs

**702-229-2205** | **702-249-3514**

495 S. Main St. | Las Vegas, NV 89101



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