



FirstName LastName

Title

Department or School

INSPIRE | **ACHIEVE** | THRIVE

Email address

425-385-XXXX | 425-385-XXXX Fax

Outlook on your DESKTOP

You may also just update the signature line above with your information, then copy and paste into the DESKTOP Outlook signature line (**NOTE:** you are not able to edit **IN** the Outlook format box, you can only edit in Word then copy and paste into the format box).

The social media icons and EPS logo go to district accounts. You may right-click on any of the icons and update the URL to your social media.