How to create a signature in Outlook:

1. “Save as” to edit this document
2. Update the signature below with your information
3. Copy and paste the signature
4. Click File at the top left corner of the Outlook window
5. Click Options from the menu
6. Select the Mail tab and then Signatures
7. Select New and type in a name for the signature you are creating
8. Paste updated Signature from below into the Edit signature window

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| cid:image001.png@01D4A349.CBB342D0 | **FIRST LAST |** Title  Department of Administration  Division of Enterprise Technology  Bureau of Name  [?@wisconsin.gov](mailto:?@wisconsin.gov)  Main: (608) 111-0000 | Direct: (608) 111-0000 |

*DET values your feedback. Please visit the* [*DET Customer Satisfaction survey*](https://30.selectsurvey.net/doa/TakeSurvey.aspx?SurveyID=98MK7o6M) *to tell us how we did.*