Use this template to set up your signature. Include the required information. Follow the bolding and colors. Use the logo provided.

**First Name Last Name {required}**

Human Resources Director {job title required - may add functional description}

**[Main]** [x.xxx](http://x.xxx).xxxx {Required - use office assigned} **[Mobile]** [xxx.xxx](http://xxx.xxx).xxxx {optional - based on role, i.e., client partner, sales, senior leadership}

**Drivestream**

Company Address {Required: use office address assigned}



==========================================

**Example:** This is what your signature should look like in your emails. Note the colors, bolding and spacing.

**Jeff Irby**

Vice President | Marketing

**[Main]** 703.715.0150 **[Mobile]** 540.270.7142

[**Drivestream.com**](http://www.drivestream.com/)

1602 Village Market Blvd SE #400, Leesburg, VA 20175



============================================

**Note:** If you do not know how to add or edit your signature inside Outlook, contact IT Help for assistance.