

# Public Safety Business Center

## Computer Clue



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### Signature Block on Out-Going E-Mail

It is recommended that you add a signature block to your e-mails. You can add a signature block by following the guidance below.

From **Microsoft Outlook**, click on **Tools** and then **Options**.

Click on the **Mail Format Tab**.

Click on the **Signatures Bar** in the Options window.

Click on **New** and enter your signature option.

The following options are suggestions for your signature:

Your NAME.....**YEW B. SMART**  
Your TITLE .....**Safety Specialist**  
Your UNIT .....**Public Safety Business Center**  
Your LOCATION.....**Fort Bragg, NC 28310-5000**

Your e-mail address .....**smartyb@bragg.army.mil**

Your Telephone Number .....**(123) 456-7890**  
Your FAX Number .....**(123) 456-0987**