PRHSD Email Signature

# Instructions

1. Copy the entire signature below. Make sure to include all components.
2. Paste into your signature box. [Click this link to view instructions on how to create a new signature in Outlook](https://support.office.com/en-us/article/create-and-add-a-signature-to-messages-8ee5d4f4-68fd-464a-a1c1-0e1c80bb27f2).
3. Change first and last name, title, and your office and mobile numbers. If you do not have a mobile number, delete that text. You can swap a mobile number for a fax number by changing M to F.
4. DO NOT change any other parts of the signature. They are standardized across all divisions.
5. Please contact Amanda Hrubesh at [amanda.hrubesh@dnr.ga.gov](mailto:amanda.hrubesh@dnr.ga.gov) with any questions.

First & Last Name

Title

[**Parks and Historic Sites Division**](http://www.gastateparks.org/)

(000) 000-0000 | M: (000) 000-0000

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