How to Change Your Signature in Outlook 2007

All email signatures need to include an Equal Opportunity and Confidentiality Statement. Please copy and paste the following images and text into your Email Signature after your contact information. The images below include updated links to new social media pages.

Missouri Division of Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Services at 711.

CONFIDENTIALITY STATEMENT: This email and any attachments are intended only for those to which it is addressed and may contain information which is privileged, confidential, and prohibited from disclosure or unauthorized use under applicable law. If you are not the intended recipient of this e-mail, you are hereby notified that any use, dissemination, or copying of this e-mail or the information contained in this e-mail is strictly prohibited by the sender. If you have received this transmission in error, please return the material received to the sender and delete all copies from your system.

1. To update your signature click on "Tools" and select "Options" toward the bottom of the window.
2. In the window that opens, select "Mail Format" from the row of tabs across the top then click on "Signatures".
3. Copy and Paste the images and text above into the signature you would like to use.

For additional information about Missouri Division of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at jobs.mo.gov or 1-888-728-JOBS (5627).

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