

*In a business world that embraces electronic forms of communication, it is essential to present yourself with proper online etiquette. A formal, basic, yet informative email signature can convey the impression that you and your enterprise are professionals.*

# Email signatures

## EMAIL SIGNATURE

All City employees should use one of the email signature blocks provided. Samples of the suggested email signature that you can cut and paste for your own use can be found at:

[citytalk/communications/resources](http://citytalk/communications/resources)

### OPTION 1

**Susan Segal**

City Attorney

City of Minneapolis - City Attorney's Office

350 S. Fifth St. - Room 210  
Minneapolis, MN 55415-1315  
[www.minneapolismn.gov](http://www.minneapolismn.gov)

612-673-3272

[susan.segal@minneapolismn.gov](mailto:susan.segal@minneapolismn.gov)



### OPTION 2

**Susal Segal**

City Attorney

City of Minneapolis - City Attorney's Office

350 S. Fifth St. - Room 210  
Minneapolis, MN 55415-1315  
[www.minneapolismn.gov](http://www.minneapolismn.gov)

612-673-3272

[susan.segal@minneapolismn.gov](mailto:susan.segal@minneapolismn.gov)



## EMAIL SIGNATURE OPTIONS

You may use either the City logo at the bottom or Facebook and Twitter icons that link to the City's social media platforms. You can also use the signature without the logo or icons.

Add cellphone number after office number.

Recommended font for email correspondence is Calibri 10 point.

When necessary, legal disclaimers may be included after the email signature.

Do not use wallpaper or other art when sending email. While it may seem to add a personal touch, it can detract from the professional presentation. Our emails are part of the City's identity. Also, some images may be difficult for others to view or download. For additional email tips:

[citytalk/communications/resources](http://citytalk/communications/resources)

For more information, contact Communications. This manual is available online at [citytalk/communications/resources](http://citytalk/communications/resources).

*A consistent email signature that follows the graphic standards can add a professional touch and connection to the City brand.*

# Email signatures

## EMAIL SIGNATURE

Samples of the suggested email signature that you can cut and paste for your own use can be found at:

[citytalk/communications/resources](http://citytalk/communications/resources)

### Matthew Clark

*Assistant Chief*

City of Minneapolis - Police  
305 S. Fifth St., Room 130  
Minneapolis, MN 55415-1315  
[www.minneapolismn.gov](http://www.minneapolismn.gov)

612-673-2101

[matthew.clark@minneapolismn.gov](mailto:matthew.clark@minneapolismn.gov)



Minneapolis Police Department employees may choose to help promote the department's social media platforms through this email signature.

### Matthew Clark

*Assistant Chief*

City of Minneapolis - Police  
305 S. Fifth St., Room 130  
Minneapolis, MN 55415-1315  
[www.minneapolismn.gov](http://www.minneapolismn.gov)

612-673-2101

[matthew.clark@minneapolismn.gov](mailto:matthew.clark@minneapolismn.gov)



## EMAIL SIGNATURE TIPS

Use either the City logo at the bottom or Facebook and Twitter logos.

Add cell phone numbers after office number.

Recommended font for email correspondence is Calibri 11 point.

For more information, contact Communications.  
This manual is available online at  
[citytalk/communications/resources](http://citytalk/communications/resources).