# NGAPS+ NASA Email Signature and NASA Bio Edit Guide

Why have a detailed signature or NASA bio page?

Having some key information in your email signature and on your NASA bio page allows others to quickly learn who you are and what you do at NASA. You can even think of your NASA bio page as a public CV. It also serves as the primary tool that NASA management utilizes to learn more about what you are working on. Read further to learn how to create an email signature on Outlook and edit your NASA bio page.
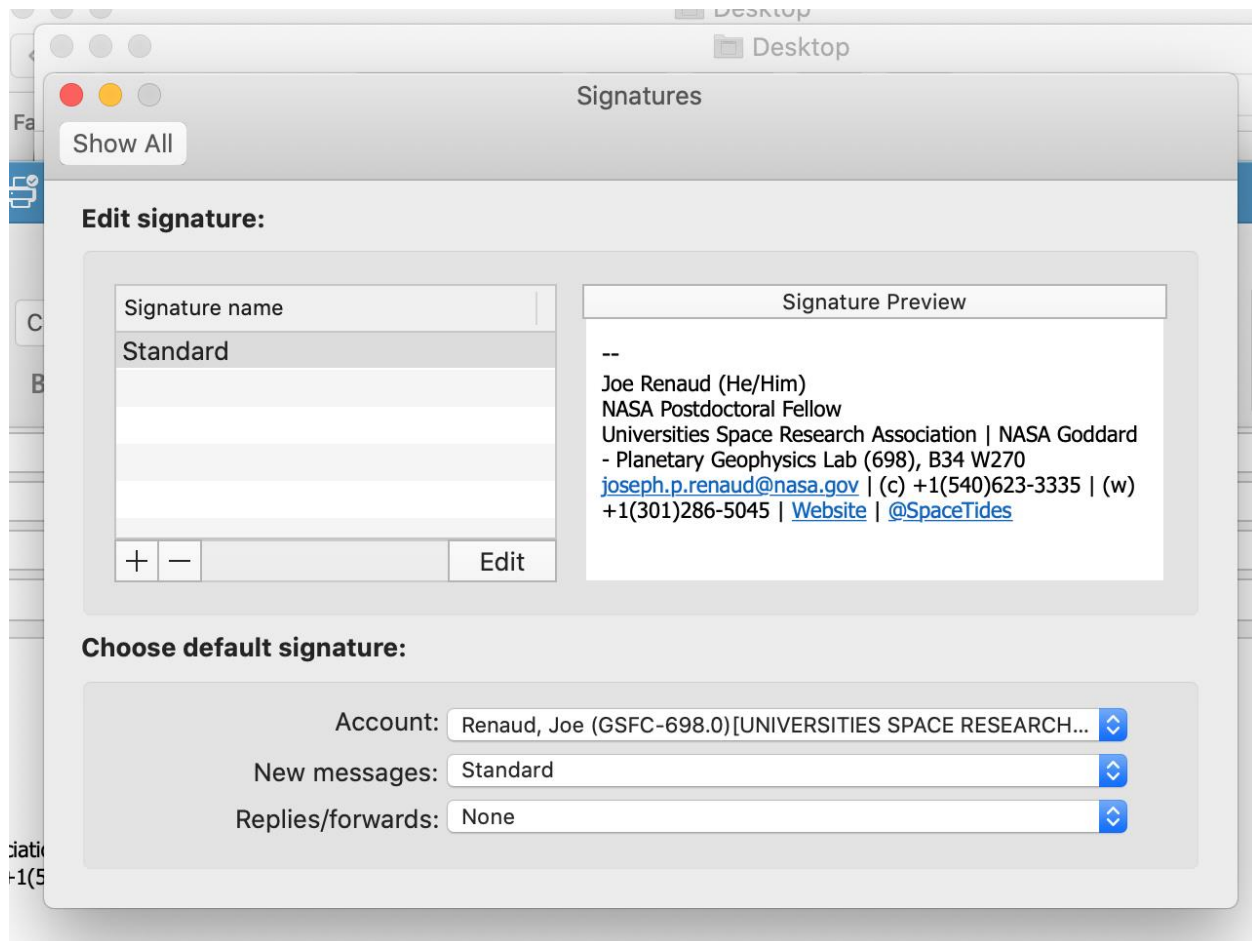
Outlook Email Signature

How to make or edit an Outlook Signature:

- Open of Microsoft Outlook (the images below are for the desktop app, but the web app should work similarly) and start a new email.
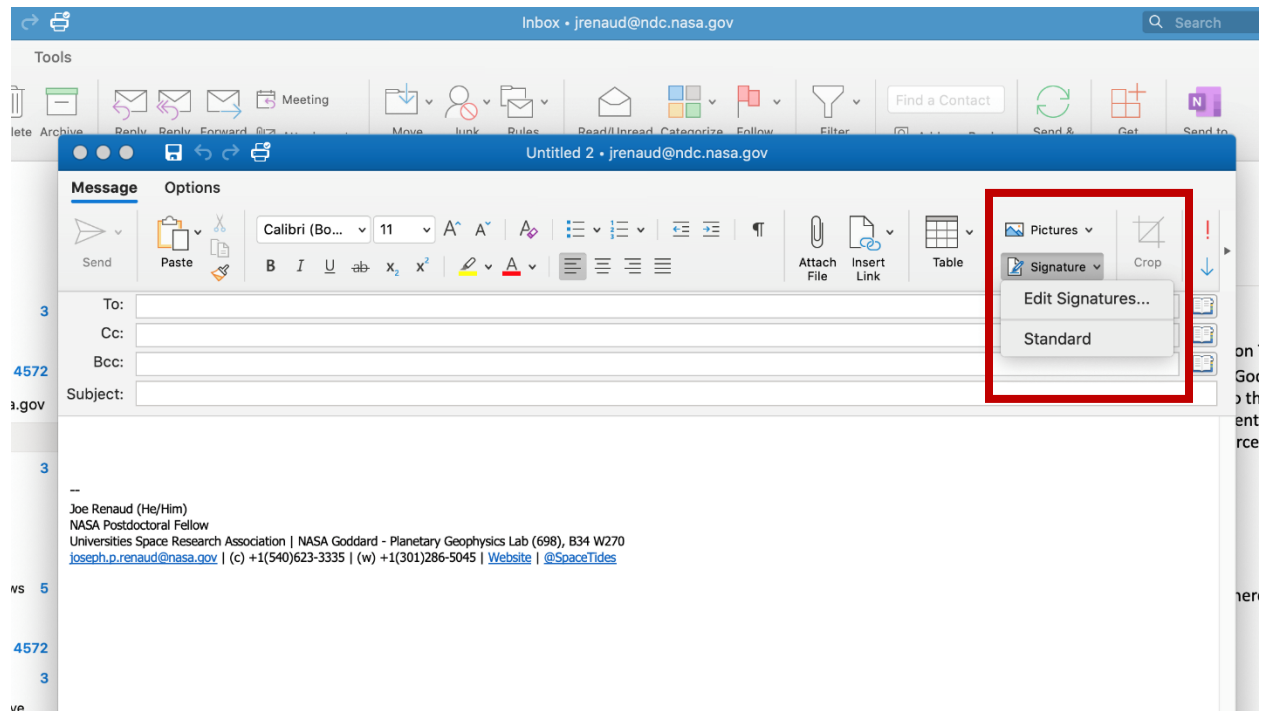
- Click on the "signatures" drop down (red box in the image above) and then click "Edit Signatures"

- You can make your signature by hitting the "+" symbol and then "Edit". A new window will pop open which will allow you to craft a message that has links or even images (though images are usually not recommended as some people's browsers may not display them correctly).

- The following is information you should consider including in your signature:
  - Your name (pronouns, *optional*)
  - Your position title
  - Your affiliation/s
  - Branch and code, and building + room number of your physical office (if applicable)
  - Email address
  - Office phone number (and lab phone number if applicable, *optional*)
  - A link to your NASA bio page (and any other links to other websites like a personal website, Github, or social media, *optional*).

- You can also create multiple signatures using the "+" button again. A potential reason to have more than one signature is if, for example, you are working on the weekend or

evenings, but you don't want people to feel pressured to respond to you right away. You could make a normal daily signature and then one that has an additional sentence like:

- o "Note - If you receive an email from me on nights and/or weekends, that doesn't mean I expect you to read it or reply at that time. If its urgent and I need an immediate reply, I will be sure to let you know. Otherwise, please read/reply when you can during whatever your working hours happen to be."

- Some final tips:
  - o Always use high contrasting colors. Avoid mixing any colors that may impact people with color vision deficiency.
  - o Avoid images.
 - o Use embedded links.
  - o Keep it concise!

NASA Bio Page

Soon after starting any position at NASA, you should automatically have a biographic page on your division and branch website. If after a few weeks you don't see one, then you should reach out to your branch or division front office. Your NASA bio page and the information you put on there really helps people (particularly division management) learn more about you and your research, in addition to being a good networking tool. Anyone has access and can read your NASA bio page since it exists outside of NASA's internal network.

How to edit a bio page:

- Navigate to your bio page on a NASA computer connected to the NASA network (either on campus or VPN'd in with a PIV card). If you are on the NASA network, you should see a small "Edit your CV" button to the top right (red box in the image below).
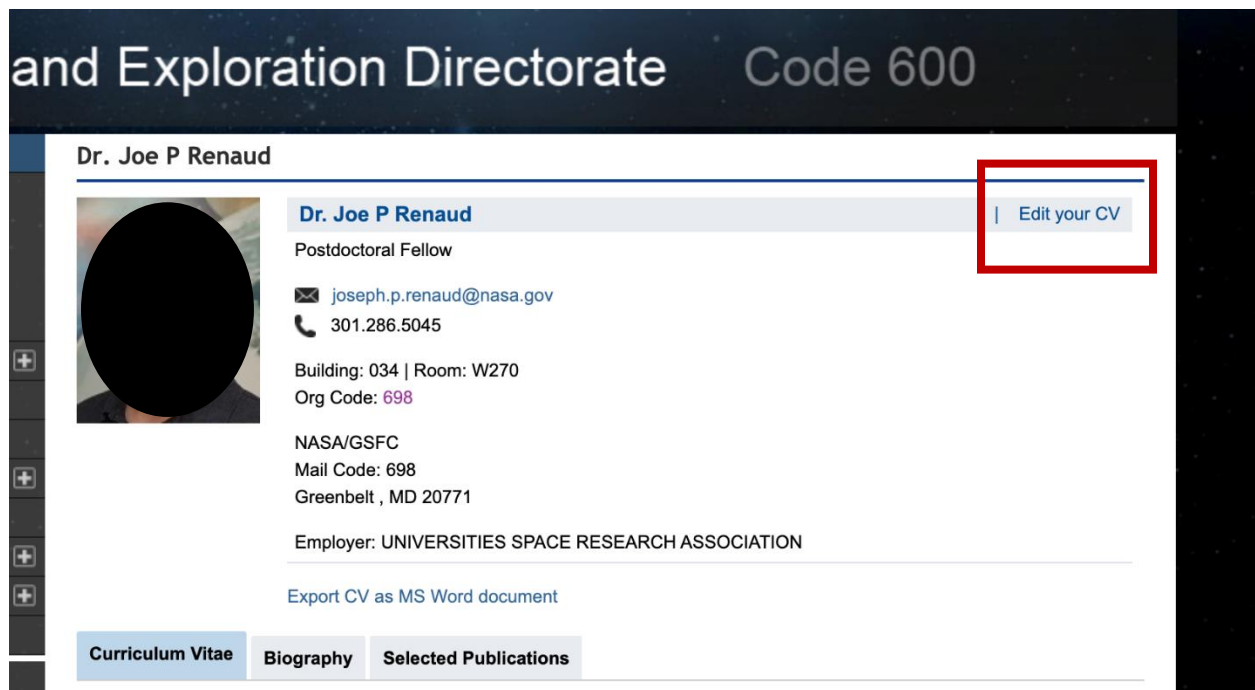
- Clicking that button will take you to a login page where you must use your PIV credentials to access. Once logged in you should be taken to the following page.
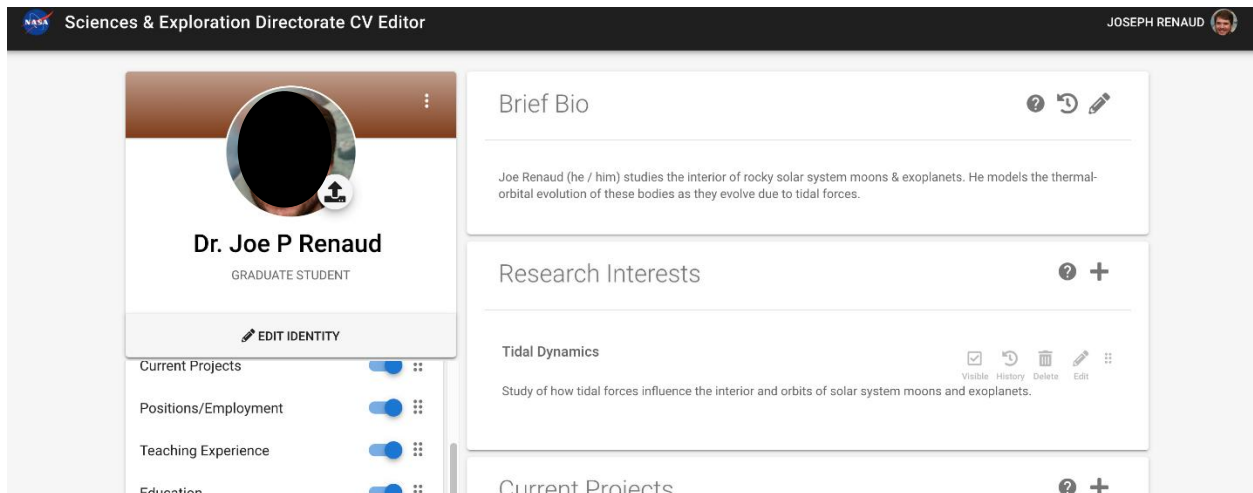
- Here you can edit a ton of information on your Bio. You can dictate what shows up on your bio page by switching the toggle to blue for each section you'd like displayed (see the list under your picture and name on the left side of the page). The minimum information you should consider adding is:
  - Your preferred name and pronouns (*optional*; there is not a great spot to put these, but they can be put in the "Brief Bio" section)
  - A professional picture
  - A brief biographic summary of your research interests
  - Education
  - Your publications

- There is a ton of other information you should consider adding, particularly if you do not have a personal website.
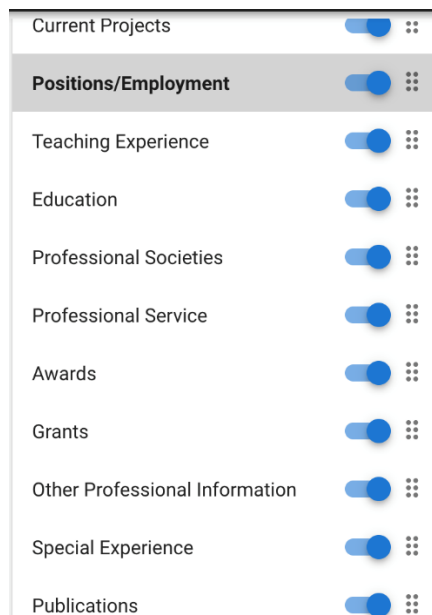
- Note that there is some information that cannot be edited by you directly. For instance, in the example above: "Graduate Student" below the scientist's name and photo in the image above can only be changed by contacting your front office administrators.