

NGAPS+ NASA Email Signature, Preferred Name, Pronouns, and Bio Edit Guide

This document was last updated 15 April 2025

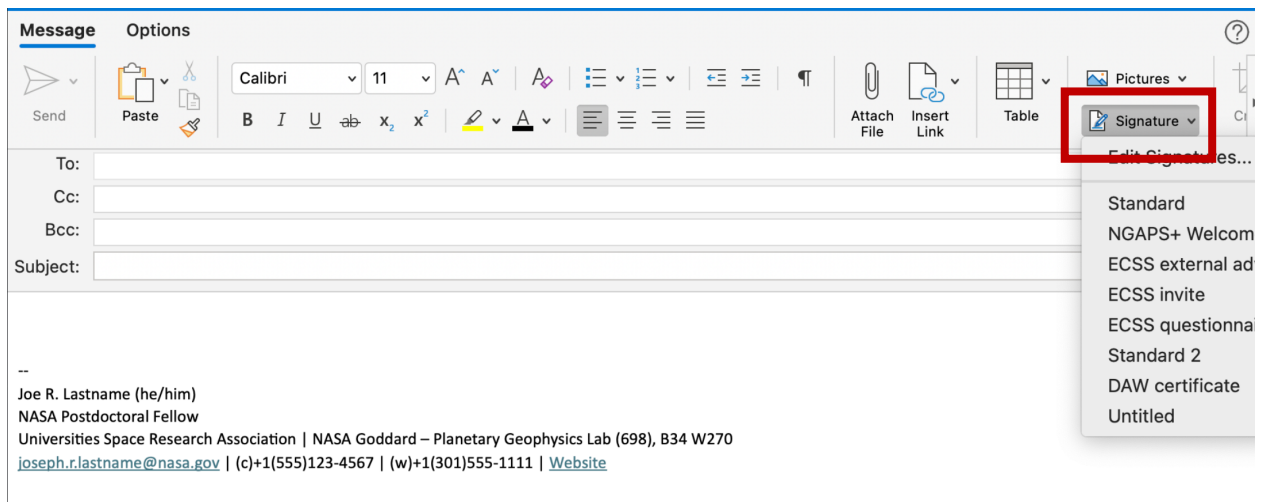
Why have a detailed signature or NASA bio page?

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.

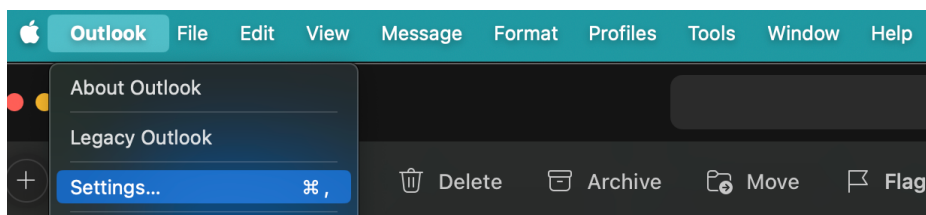
Outlook Email Signature

How to make or edit an Outlook Signature:

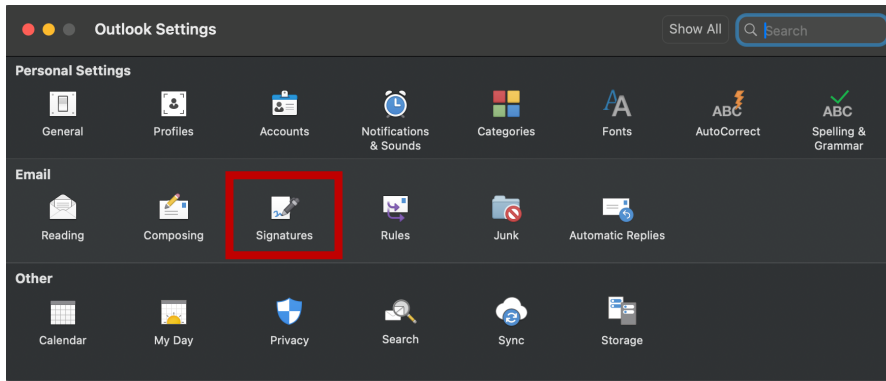
- Windows: Open of Microsoft Outlook (the images below are for the desktop app, but the web app should work similarly) and start a new email. Click on the “signatures” drop down (red box in the image above) and then click “Edit Signatures”



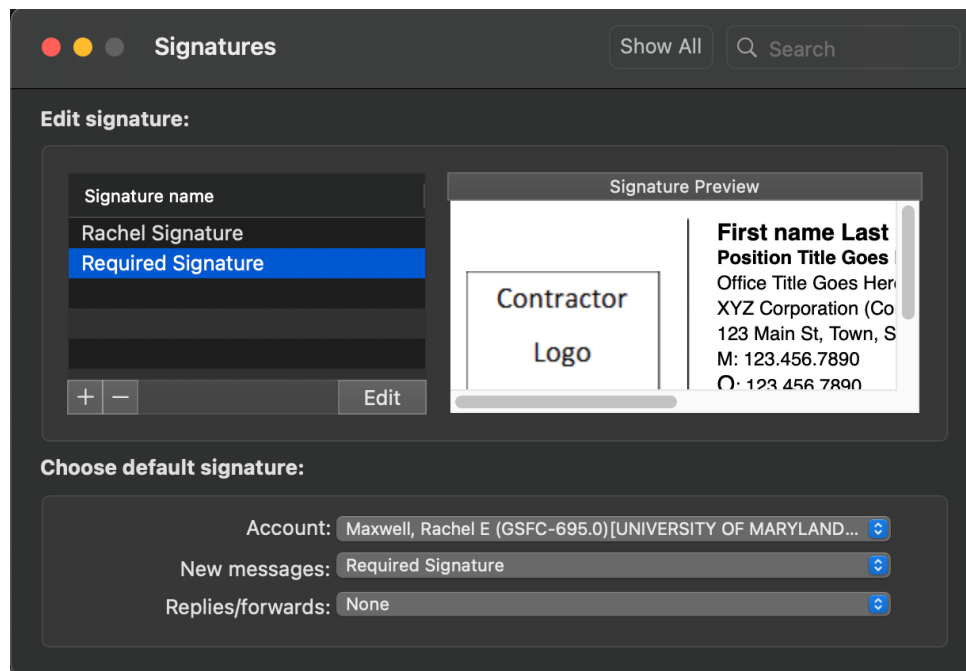
- Mac: In the top toolbar, click on “Outlook” and “Settings...”



- Then click on “Signatures”



- This will get you to an editor that looks like this:



- 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).
- As of 2/6/2025, NASA has adopted a uniform signature block in response to presidential executive orders. You can find the [style guide here](#) and the relevant section is on page 34 (below). From the OCIO email on 2/6/2025: “While you may remove contents (i.e. cell phone, fax numbers, etc.), the signature block should not include additional embellishment. If contractors or grantees have questions regarding implementation, they should reach out to their Contracting Officer or Grants Officer.”

Consistent and appropriate email signature blocks are essential for providing sender contact information and representing NASA and the U.S. government professionally. NASA contractors must use the Signature for Use by NASA contractors template.

Email signature block templates for NASA employees and contractors, with instructions, are available for download [here](#).

Format

Font: Helvetica or Arial
Name: 11 points, bold

Title: 9 points, bold

All other text: 9 points, regular

Phone numbers are labeled with a single lowercase letter – o (office), c (cell), h (home), and f (fax) – followed by a colon. Each number is on a separate line.

Basic Information

Signature blocks should be placed at the end of an email and include your name, department/organization, job title, mailing/office address, contact numbers, email address, and the NASA website address. Include only degrees and credentials directly related to your NASA expertise.

Contractors using a ".gov" email must identify themselves as contractors in their email or signature block, as mandated in [Federal Acquisition Regulation 37.114\(c\)](#).

Quotations and Messages

NASA discourages the use of quotations or inspirational messages in signature blocks as they could be misconstrued as representing government policy or inadvertently cause offense.

General Notes

Less is more. Consistency in NASA's email signatures helps maintain a professional image of NASA employees and the agency.

NASA Employee Signature



Firstname Lastname

Position Title Goes Here

Office Title Goes Here

Mary W. Jackson NASA Headquarters

Mail Stop Info (or remove)

300 E Street SW, Washington, DC 20546

c: 123.456.7890

e: 123.456.7890

email@nasa.gov

NASA Contractor Signature



Firstname Lastname

Position Title Goes Here

Office Title Goes Here

XYZ Corporation (Contractor's Name)

123 Main St. Town, State, Zip Code

c: 123.456.7890

e: 123.456.7890

email@nasa.gov

Quick Response (QR) Codes

A QR code is a machine-readable code of black and white squares used to store and share URLs or other information, and can be read by smartphone cameras. They can be used in physical and virtual applications.

To maximize the effectiveness and cybersafety of this tool, QR codes must be generated by NASA-approved tools and point directly to NASA-approved resources.

NASA-Authorized Tools

Adobe Creative Cloud (including InDesign, Acrobat, Photoshop, and Illustrator) may be used to generate QR codes. A UTM (Urchin Tracking Module) must be appended to the URL to get use metrics.

QR codes may include graphics. Priority shall be given to the NASA insignia over other identifiers. Non-NASA or automatically generated logos, graphics, or URLs shall be removed or replaced by NASA content.

URL Shortener

NASA has a branded link shortener powered by bitly. Shortened URLs make it easier to share online information and provide use metrics. Accompanying QR codes may be requested with shortened URLs. [Learn more.](#)



Request a custom QR code and/or shortened URL via the [Social Media Support Request Form](#).

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

NASA IdMax Preferred Name

As of 06/16/2023 you can now change your preferred name and include pronouns next to your name in NASA's system. These will show up when people email you or when they contact you on MS Teams.

As of 2/6/2025, we are no longer allowed to have pronouns in our name in NASA's system. NASA has removed prior entered pronouns for those who previously had them.

How to edit preferred:

- You must be on the NASA network (either on-campus or on VPN).
- Navigate to IdMax (<https://id.nasa.gov/MyIdentity>).
- Under "Names/Email" click the little pencil edit button next to your identity under "Display Name".

Names/Email ⓘ

Alternate Names + Add Name

(Preferred)

Rachel Elise Maxwell

Display Name

Maxwell, Rachel E (GSFC-695.0)[UNIVERSITY OF MARYLAND BALTIMORE CO]

Email + Add Email

rachel.e.maxwell@nasa.gov (Primary)

- In the window that pops up select "New Display Name"

☒ Suggested Display Name

Current Display Name: Renaud, Joe P. (GSFC-698.0)[UNIV OF MARYLAND COLLEGE PARK]

* Suggested Display Names:

- Renaud, J P (GSFC-698.0)[UNIV OF MARYLAND COLLEGE PARK]
- Renaud, Joe (GSFC-698.0)[UNIV OF MARYLAND COLLEGE PARK]
- Renaud, Joseph (GSFC-698.0)[UNIV OF MARYLAND COLLEGE PARK]
- Renaud, Joseph Phillip (GSFC-698.0)[UNIV OF MARYLAND COLLEGE PARK]
- Renaud, Phillip (GSFC-698.0)[UNIV OF MARYLAND COLLEGE PARK]
- Renaud, Phillip J (GSFC-698.0)[UNIV OF MARYLAND COLLEGE PARK]
- Renaud, Phillip Joseph (GSFC-698.0)[UNIV OF MARYLAND COLLEGE PARK]

☐ New Display Name

☒ New Display Name

Preferred First Name/First Initial: Preferred First Name/First Initial

Preferred Middle Name/Middle Initial: Preferred Middle Name/Middle Initial

Nickname/Alternate Center: Nickname/Alternate Center

Current Display Name: Maxwell, Rachel E (GSFC-695.0)[UNIVERSITY OF MARYLAND BALTIMORE CO]

New Display Name: Maxwell (GSFC-695.0)[UMBC Univ. of MD, I

Comment:

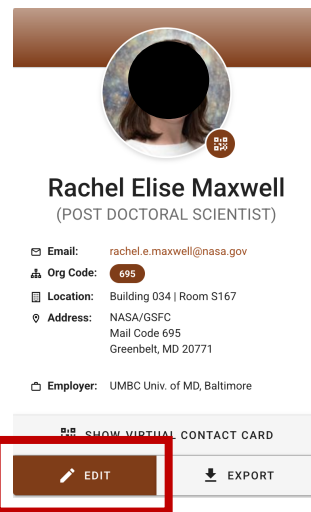
- You can now enter a preferred first name and middle name (or initial). At the time of this writing only commas are allowed as special characters in any of the fields (no slashes or periods).
- Make sure to hit "Save". You should receive an email confirmation and then it can take a few weeks for the updates to propagate to all systems.

NASA Bio Page

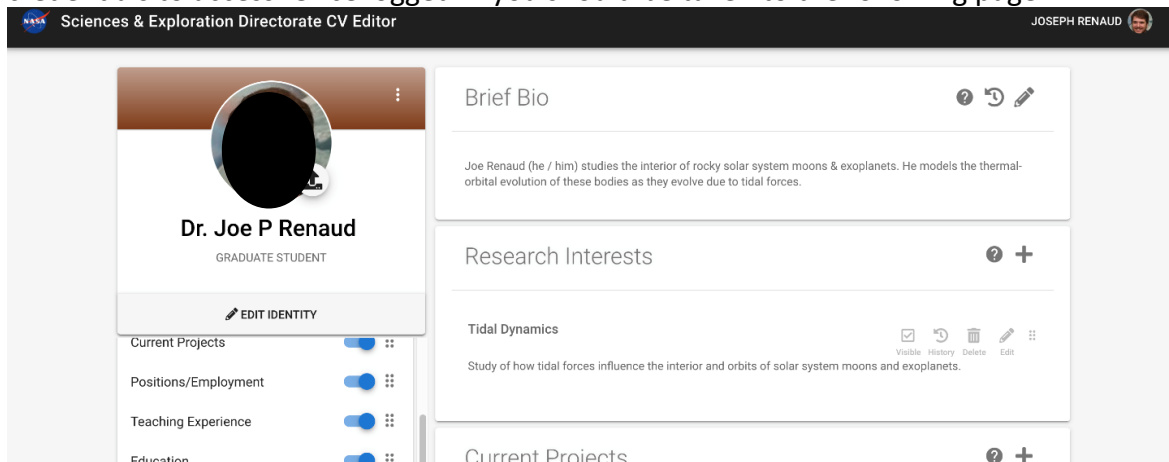
Soon after starting any position at NASA, you should automatically have a biographic page on your division and branch website. If after a few weeks you don't see one, then you should reach out to your branch or division front office. Your NASA bio page and the information you put on there really helps 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 bottom of your bio on the left side of the page (red box in the image below).



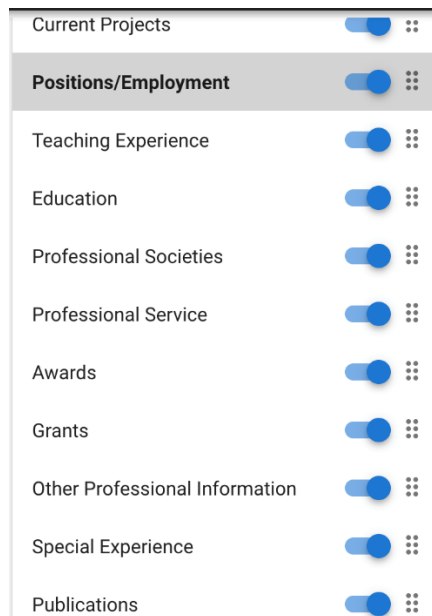
- Clicking that button will take you to a login page where you must use your PIV credentials to access. Once logged in you should be taken to the following page.



- 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:

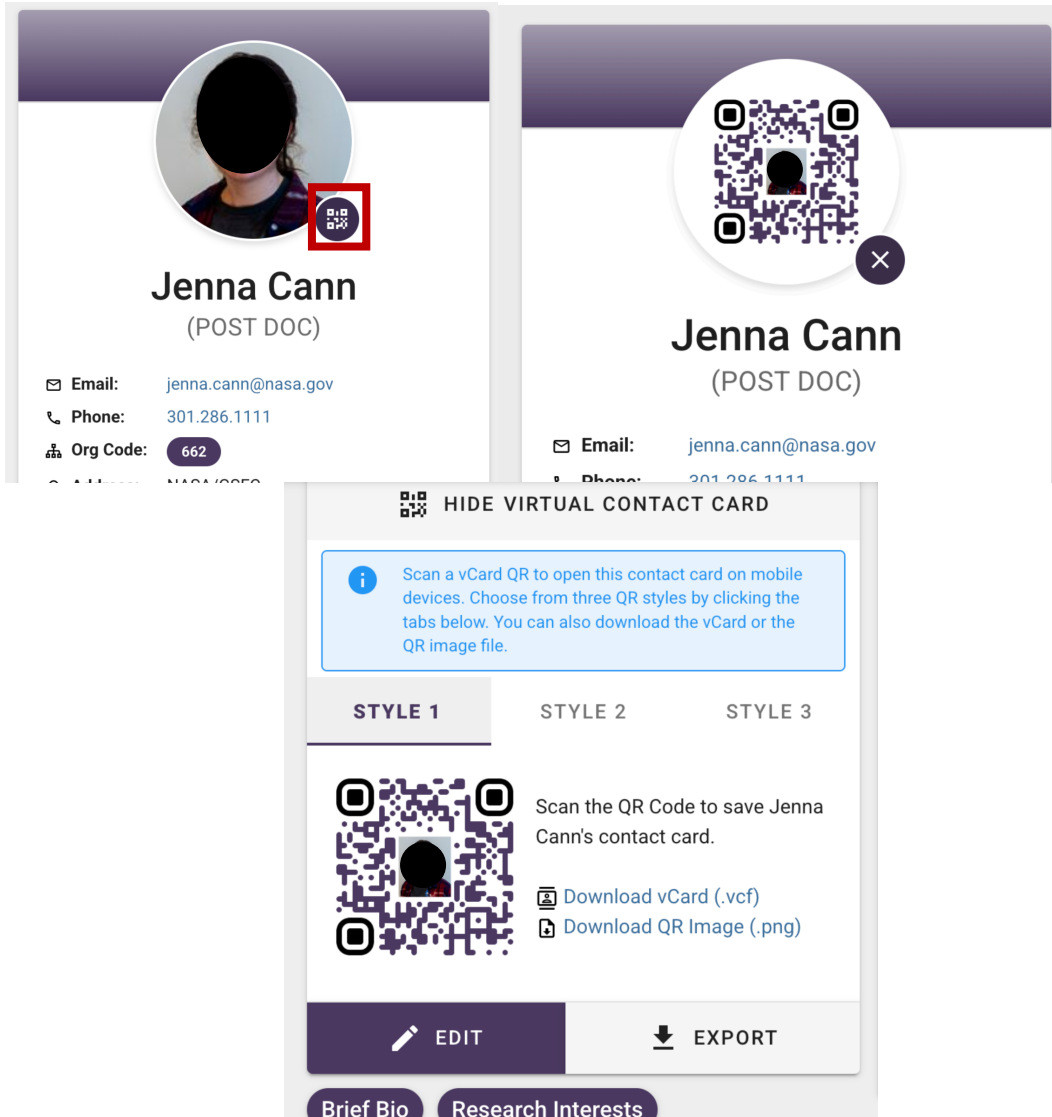
- Your preferred name and pronouns (*optional*; there is not a great spot to put these, but they can be put in the “Brief Bio” section)
 - A professional picture
 - A brief biographic summary of your research interests
 - Education
 - Your publications
- There is a ton of other information you should consider adding, particularly if you do not have a personal website.



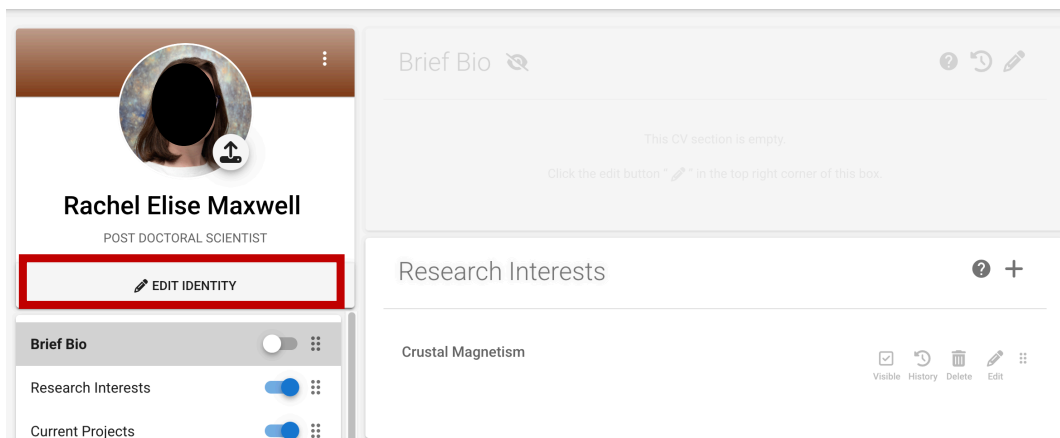
- Note that there is some information that cannot be edited by you directly. For instance, in the example above: “Graduate Student” below the scientist’s name and photo in the image above can only be changed by contacting your front office administrators.

There have also been some new options to modernize our Bios, which can be found below.

- Nifty QR codes! If you click on the small QR code to the bottom right of your picture, it shows you a QR code that you can share with others as an easy way for them to save your contact information. You can also choose the style of QR code that gets used!



- You can also add “Roles” to your bio. This adds a button under your bio that show what you’re working on. This can be found by going to “Edit Identity” then scroll to “Roles” – there will be a default role that was entered into the system



Roles

+ ADD NEW ROLE

i Your Primary Role will appear first on your Bio page. Remaining visible roles will be listed under "Additional Roles" on your Bio page in the order they appear below.

☒ PRIMARY ROLE

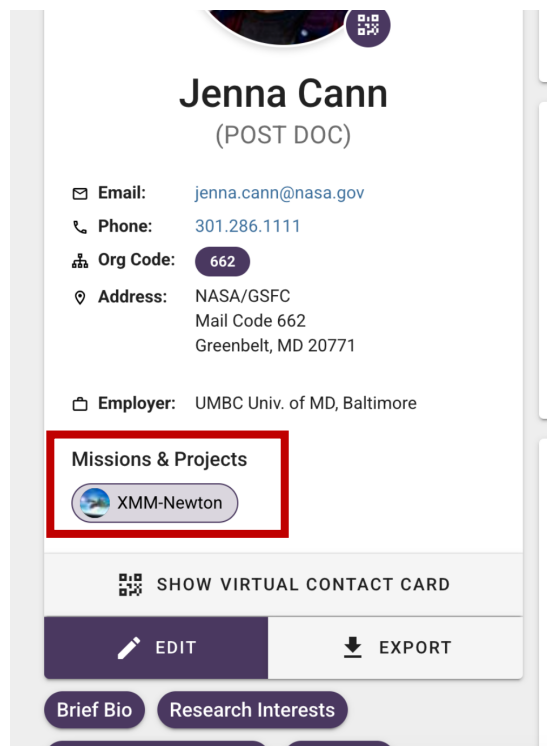
POST DOC
(Scientist)

☒ Visible ☐ Delete

☐

Support Scientist
(Mission: X-ray Multi-Mirror Mission)

☒ Visible ☐ Delete



Jenna Cann
(POST DOC)

Email: jenna.cann@nasa.gov
Phone: 301.286.1111
Org Code: 662
Address: NASA/GSFC
Mail Code 662
Greenbelt, MD 20771
Employer: UMBC Univ. of MD, Baltimore

Missions & Projects
XMM-Newton

SHOW VIRTUAL CONTACT CARD

EDIT EXPORT

Brief Bio Research Interests

- Note, you'll need to provide some sort of role under the mission/project you chose, but you only need to add one of the three options (Existing Key Role, Existing Non-Key Role, Add a new Non-Key role), not all three.