



# How to Generate & Apply Email signature























Send Cancel Save Draft  Options

To:

Cc:


Subject:

Attach  *Tip: drag and drop files from your desktop to add attachments to this message.*

Modern 12pt Paragraph **B** *I* U ~~S~~                        

# Step 1

Go to - <https://172.19.10.78/MailSignatureGenerator/search>




**Mail Signature Generator**

Built By :  
BNBL IT Department  
2020

## BHUTAN NATIONAL BANK LIMITED

### Mail Signature Generator


Generate Mail Signature

 **Notification :**  
Mail Signature Generator will generate your mail signature based on the contact information that you have provided in the Employee Directory. Please make sure your information in Employee Directory is updated.

< Back to Employee Directory

# Step 2

Enter your **Employee ID** and click on “**Generate Signature**”



**Mail Signature Generator**

Built By :  
BNBL IT Department  
2020


## BHUTAN NATIONAL BANK LIMITED

### Mail Signature Generator

1

2

Generate Mail Signature

**Notification :**

Mail Signature Generator will generate your mail signature based on the contact information that you have provided in the Employee Directory. Please make sure your information in Employee Directory is updated.

[Back to Employee Directory](#)



# Step 3

You will see a white box with some text. Select all of it and copy it (**click inside the box**, and click **Ctrl + A**, **Ctrl + C**)



## Mail Signature Generator

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BNBL IT Department  
2020

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## Mail Signature Generator

```
<div>Thank you & have a pleasant day,</div>
<div> <span style="font-family: tahoma, 'new york', times, serif;">Best regards,</span> </div>
<div>
<table style="table-layout: fixed; height: 200px; width: 600px;">
<tbody>
<tr>
<td>
<p style="margin: 0px; line-height: 115%;"> <strong> <span style="font-size: 13.0pt; line-height: 115%; font-family: 'Century Gothic',sans-serif; color: black;">Tashi Phuntsho </span>
</strong> <span style="font-size: 8.5pt; line-height: 115%; font-family: 'Century Gothic',sans-serif; color: black;"> <br /> </span> <span style="font-size: 11pt;"> <span style="line-height:
```

Copy the above code and paste it in your mail signature setting.

[← Back to Mail Signature Generator](#)

### Mail Signature Image

Click the button below to download the mail signature image.


Download the image and upload it in your Zimbra Mail Briefcase.

[Download](#)

[← Back Employee Directory](#)

# Step 4

On the right side of this white box, you will see some instructions- follow it to **download the image**.



### Mail Signature Generator

Built By :  
BNBL IT Department  
2020

## BHUTAN NATIONAL BANK LIMITED

### Mail Signature

```
<div>Thank you &
<div> <span style=
<div>
<table style="table
<tbody>
<tr>
<td>
<p style="margin: 0
height: 115%; font-
</strong> <span style="font-size: 8.5pt; line-height: 115%; font-family: 'Century Gothic', sans-serif; color: black;"> <br /> </span> <span style="font-size: 11pt;"> <span style="line-height:
Copy the above code and paste it in your mail signature setting.
```

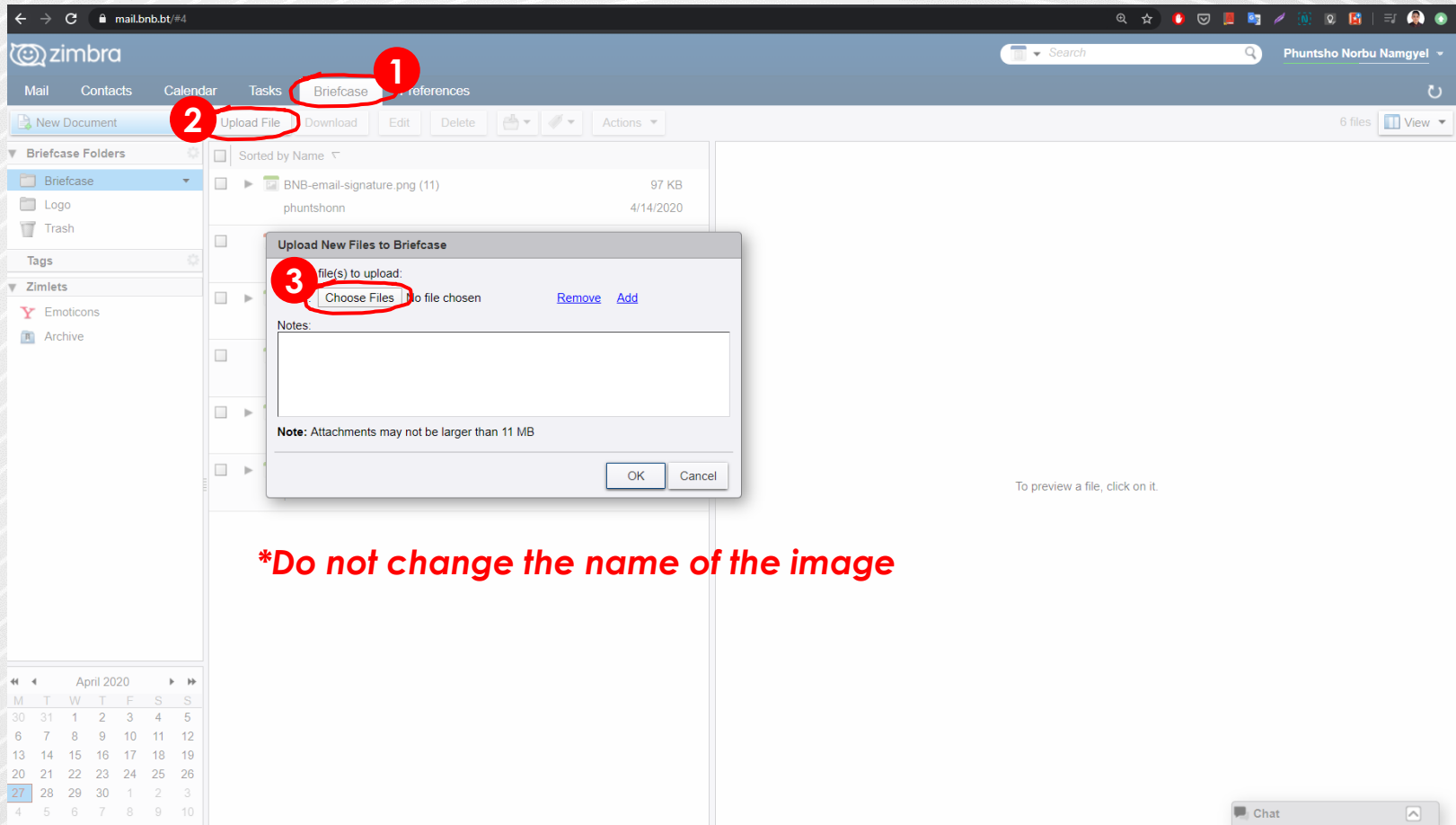
Opening BNB-email-signature.png  
You have chosen to open:  
☒ BNB-email-signature.png  
which is: PNG file (97.5 KB)  
from: https://172.19.10.78  
What should Firefox do with this file?  
☐ Open with Photos (default)  
☒ Save File  
☐ Do this automatically for files like this from now on.  
OK Cancel

Mail Signature Image  
Click the button below to download the mail signature image.  
Download the image and upload it in your Zimbra Mail Briefcase.  
[Download](#)

[Back to Mail Signature Generator](#)[Back Employee Directory](#)

# Step 5

**Log in to Zimbra** if you haven't already done so. **Upload** the image to your Zimbra briefcase by Clicking '**Briefcase**' then '**Upload File**' and then '**choose Files**'



***\*Do not change the name of the image***



# Step 6

Click on "**Preferences**" and then on "**Signatures**".

The screenshot shows the Zimbra web interface. The top navigation bar includes links for Mail, Contacts, Calendar, Tasks, Briefcase, and Preferences. The Preferences link is circled in red with a red '1' next to it. Below the navigation bar, the left sidebar shows the Preferences menu with sub-items: General, Accounts, Mail, Filters, Signatures, Out of Office, Trusted Addresses, Contacts, Calendar, Sharing, Notifications, Import / Export, and Shortcuts. The Signatures sub-item is circled in red with a red '2' next to it. The main content area displays the Sign in, Appearance, Time Zone and Language, Search, and Other Settings sections. The Sign in section includes fields for Password and Default Client. The Appearance section includes dropdowns for Theme, Font, Display Font Size, and Print Font Size. The Time Zone and Language section includes dropdowns for Time Zone and Language, and a checkbox for Compose Direction. The Search section includes checkboxes for Search Folders and Search Language. The Other Settings section is partially visible at the bottom.

1

2

# Step 7

Click "**New signature**" & name your signature something you prefer.

The screenshot shows the Zimbra web interface with the 'Preferences' tab selected. The 'Signatures' section is active in the left sidebar. The main content area shows the 'Signatures' configuration page. A red circle labeled '1' highlights the 'New Signature' button in the left sidebar. A red circle labeled '2' highlights the 'Name' input field for a new signature. The 'Name' field is currently empty. Below the 'Name' field is a list of existing signatures: 'P.N.N BNBL', 'PNN', 'PNN BNBL', 'test', and 'enter name'. The 'enter name' signature is selected. To the right of the 'Name' field is a 'Format As Plain Text' dropdown menu. Below the list of signatures is a 'New Signature' button (circled with a red circle labeled '1') and a 'Delete' button. To the right of these buttons is an 'Attach Contact as vCard' section with a 'Browse...' button and a 'Clear' button. Below the 'Signatures' section is the 'Using Signatures' section, which includes options for 'New Messages' and 'Replies & Forwards' (both set to 'PNN BNBL'), and a 'Signature Placement' section with radio buttons for 'Above included messages' (selected) and 'Below included messages'.

mail.bnb.bt/#4

zimbra

Search Phuntsho Norbu Namgyel

Mail Contacts Calendar Tasks Briefcase Preferences

Save Cancel Undo Changes

Preferences

- General
- Accounts
- Mail
- Filters
- Signatures
- Out of Office
- Trusted Addresses
- Contacts
- Calendar
- Sharing
- Notifications
- Import / Export
- Shortcuts

Signatures

Name:

Format As Plain Text

P.N.N BNBL

PNN

PNN BNBL

test

enter name

New Signature Delete

Attach Contact as vCard:  Browse... Clear

Using Signatures

New Messages Replies & Forwards

Primary Account: PNN BNBL PNN BNBL

Signature Placement: ☒ Above included messages ☐ Below included messages

April 2020

M	T	W	T	F	S	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Chat



# Step 8

Look for a box at the right hand corner that says "**Format as plain text**" on the top right corner and **change it** to "**Format as HTML**"

The screenshot shows the Zimbra web interface with the 'Preferences' tab selected. The 'Signatures' section is active, showing a list of signatures on the left and a large text area for editing on the right. The 'Format As HTML' option is selected and highlighted with a red circle and a red '2'. A red '1' points to the 'Format As Plain Text' option. Below the signatures list, there are buttons for 'New Signature' and 'Delete'. At the bottom, there is a section for 'Using Signatures' with dropdowns for 'Primary Account' and 'New Messages', and radio buttons for 'Signature Placement'.

**Signatures**

Name:

P.N.N BNBL  
PNN  
PNN BNBL  
test  
**enter name**

**1** Format As Plain Text  
**2** Format As HTML

New Signature Delete

Attach Contact as vCard:  Browse... Clear

**Using Signatures**

New Messages Replies & Forwards

Primary Account: PNN BNBL PNN BNBL

Signature Placement: ☒ Above included messages ☐ Below included messages

# Step 9

Look for the icon "< >" (Source code). Click on it. **Clear the text box. Copy and Paste** the code that you selected in **Step 3**. Click '**Ok**' after pasting.

The screenshot shows the Zimbra webmail interface with the 'Signatures' preference pane open. A 'Source code' dialog box is displayed in the center, containing HTML code for a signature. The dialog box has three red circles with numbers 1, 2, and 3 indicating the steps: 1 points to the 'As HTML' dropdown, 2 points to the source code text area, and 3 points to the 'Ok' button. The background shows the 'Signatures' pane with a list of signatures (P.N.N BNBL, PNN, PNN BNBL, test, enter name) and a 'Using Signatures' section. The bottom left shows a calendar for April 2020.

Source code

```
<div>Thank you &amp; have a pleasant day;</div>
<div><span style="font-family: tahoma, 'new york', times, serif;">Best regards,</span></div>
<div>
<table style="table-layout: fixed; height: 200px; width: 600px;">
<tbody>
<tr>
<td>
<p style="margin: 0px; line-height: 115%;"><strong><span style="font-size: 13.0pt; line-height: 115%; font-family: 'Century Gothic', sans-serif; color: black;">Phuntsho N. Namgyel</span></strong><span style="font-size: 13.0pt; line-height: 115%; font-family: 'Century Gothic', sans-serif; color: black;">(Mr.)</span><span style="font-size: 8.5pt; line-height: 115%; font-family: 'Century Gothic', sans-serif; color: black;"><br /></span><span style="font-size: 11pt;"><span style="line-height: 115%; font-family: 'Century Gothic', sans-serif; color: black;">Graphic Designer [Assistant Manager]</span><span style="line-height: 115%; font-family: 'Century Gothic', sans-serif; color: black;"><br /></span><span style="line-height: 115%; font-family: 'Century Gothic', sans-serif; color: black;">Operations Department</span></span></p>
<p style="margin: 0px; line-height: 115%;"><span style="font-size: 8.5pt; line-height: 115%; font-family: 'Verdana', sans-serif; color: black;">&nbsp;</span></p>
<p style="line-height: 115%; margin: 0px;"><span style="font-size: 13pt;"><strong><span style="font-size: 8.5pt; line-height: 115%; font-family: 'Raleway ExtraBold', sans-serif; color: black;">BHUTAN NATIONAL BANK LIMITED</span></strong></span><span style="font-size: 8.5pt; line-height: 115%; font-family: 'Verdana', sans-serif; color: black;"><br /></span><span style="font-size: 11pt;"><strong><span style="line-height: 115%; font-family: 'Century Gothic', sans-serif; color: black;">T</span></strong><span style="line-height: 115%; font-family: 'Century Gothic', sans-serif; color: black;">&nbsp;</span><span style="font-size: 13pt;"><strong><span style="font-size: 8.5pt; line-height: 115%; font-family: 'Century Gothic', sans-serif; color: black;">+975 2 334 933</span></strong><span style="font-size: 8.5pt; line-height: 115%; font-family: 'Century Gothic', sans-serif; color: black;">&nbsp;</span><span style="font-size: 13pt;"><strong><span style="font-size: 8.5pt; line-height: 115%; font-family: 'Century Gothic', sans-serif; color: black;">+975 1760 1974</span></strong></span></p>
</td>
</tr>
</tbody>
</table>
</div>
```

1 As HTML

2

3 Ok Cancel



# Step 10

You can **edit** the Names/ Phone Numbers etc to correctly reflect your designation & other details but **DO NOT** change the fonts, sizes, etc.

The screenshot displays the Zimbra webmail interface, specifically the 'Signatures' preference page. The interface is in a dark theme. The top navigation bar includes 'Mail', 'Contacts', 'Calendar', 'Tasks', 'Briefcase', and 'Preferences'. The 'Preferences' section is expanded, showing a list of settings on the left: General, Accounts, Mail, Filters, Signatures (selected), Out of Office, Trusted Addresses, Contacts, Calendar, Sharing, Notifications, Import / Export, and Shortcuts. The main content area is titled 'Signatures' and features a list of email accounts on the left: P.N.N BNBL, PNN, PNN BNBL, test, and enter name. The 'enter name' account is selected, and its signature is displayed in a rich text editor. The signature text is: 'Phuntsho N. Namgyel (Mr.)', 'Graphic Designer [Assistant Manager]', 'Operations Department', 'BHUTAN NATIONAL BANK LIMITED', 'T : +975 2 334 933 | IP : 1093', 'M : +975 1760 1974', 'Corporate Head Office: Post Box No: 439', 'Thimphu | Kingdom of Bhutan'. To the right of the text is the logo of the Bhutan National Bank Limited. The rich text editor has a toolbar with various formatting options. Below the signature editor, there are buttons for 'New Signature' and 'Delete'. To the right, there is a field for 'Attach Contact as vCard' with 'Browse...' and 'Clear' buttons. The 'Using Signatures' section at the bottom shows settings for 'New Messages' and 'Replies & Forwards', both set to 'PNN BNBL'. The 'Signature Placement' is set to 'Above included messages'.



# Step 11

Finally, save It.

The screenshot shows the Zimbra webmail interface. The 'Signatures' configuration page is active. The 'Save' button is highlighted with a red circle. The signature text is as follows:


Name:

Modern 12pt Paragraph **B I U S I x** **A**

P.N.N BNBL  
PNN  
PNN BNBL  
test  
enter name

**Phuntsho N. Namgyel (Mr.)**  
Graphic Designer [Assistant Manager]  
Operations Department

**BHUTAN NATIONAL BANK LIMITED**  
T : +975 2 334 933 | IP : 1093  
M : +975 1760 1974  
Corporate Head Office: Post Box No: 439  
Thimphu | Kingdom of Bhutan



New Signature Delete Attach Contact as vCard:  Browse... Clear

**Using Signatures**

New Messages Replies & Forwards

Primary Account: PNN BNBL PNN BNBL

Signature Placement: ☒ Above included messages ☐ Below included messages

Calendar: April 2020

M	T	W	T	F	S	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Chat

**END OF DECK**