

How to Generate & Apply Email signature

Send

Cancel

Save Draft

Abc

Options

To:

Cc:

Subject:

Attach

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

Modern12ptParagraphB I U S X A A [List Icons]

[Image Icons]

Thank you, & Best regards.

Phuntsho N. Namgyel (Mr.)
Graphic Designer
Operations - Banking Department


BHUTAN NATIONAL BANK LTD.
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[BNBL Logo]

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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

Check the Signature Preview and modify the information if required. Keep the field(s) as it is, if no modification is required and click on “**Generate Signature Code**”



Mail Signature Generator

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2020

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Mail Signature Generator

* Check the Signature Preview below and modify the information if required. Keep the field(s) as it is, if no modification is required. All the empty fields will not be included in the Signature Code.


1

Thank you, & Best regards.

Phuntsho N. Namgyel (Salutation ▾)
Graphic Designer
Operations - Banking Department

BHUTAN NATIONAL BANK LIMITED

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2

[Generate Signature Code](#)

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

Step 4

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



Mail Signature Generator

Built By :
BNBL IT Department
2020

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Mail Signature Generator

```
<div style="font-size: 12pt; font-family: sans-serif; line-height: 1.5; margin-bottom: 12px;">
Thank you, & Best regards.
</div>
<div style="font-family: 'Century Gothic', sans-serif; color: black; line-height: 1.5;">
<span style="font-size: 11pt;">
<strong>Phuntsho N. Namgyel</strong> (Mr.) <br />
<span style="font-size: 10pt;">
Graphic Designer<br />
Operations - Banking Department</span>
</div>
```

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

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

Step 5

Log in to Zimbra if you haven't already done so. 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' section with fields for Password and Default Client. Below this is the 'Appearance' section with 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 has checkboxes for Search Folders and a checkbox for Search Language. At the bottom, there is a calendar for April 2020 and a 'Chat' button.

1

2

Step 6

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, and the 'New Signature' button is highlighted with a red circle and the number 1. The 'Name' field is also highlighted with a red circle and the number 2, containing the text 'PNN BNBL'. The 'Using Signatures' section shows the 'Primary Account' set to 'PNN BNBL' and the 'Signature Placement' set to 'Above included messages'.

Preferences

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

Signatures

Name: PNN BNBL

Format As Plain Text

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 7

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 with 'PNN BNBL' selected. A dropdown menu is open in the top right corner of the signature editor, showing 'Format As Plain Text' and 'Format As HTML'. Red circles and numbers 1 and 2 highlight the dropdown and the 'Format As HTML' option respectively.

Below the signature editor, the 'Using Signatures' section is visible, showing options for 'New Messages' and 'Replies & Forwards' to use the selected signature. The 'Primary Account' is set to 'PNN BNBL'. The 'Signature Placement' is set to 'Above included messages'.

At the bottom left, a calendar for April 2020 is visible, with the 27th highlighted. At the bottom right, a 'Chat' button is visible.

Step 8

Look for the icon "< >" (Source code). Click on it. **Clear the text box if it's not empty.** **Paste** the code that you **Copied** in **Step 4**. Click 'Ok' after pasting.

The screenshot shows the Zimbra webmail interface with the 'Signatures' section selected in the left sidebar. A 'Source code' dialog box is open, displaying HTML code for a signature. A red box with white text 'Paste the code that you Copied in Step 4 Here' is overlaid on the code. Three red circles with numbers 1, 2, and 3 are placed on the interface: circle 1 points to the '< >' icon in the top right of the signature editor; circle 2 points to the 'Source code' dialog box; circle 3 points to the 'Ok' button at the bottom of the dialog box. The background shows the 'Signatures' settings page with a list of signatures, including 'PNN BNBL'. A calendar for April 2020 is visible at the bottom left.

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%;"><span style="font-size: 13.0pt; line-height: 115%; font-family: 'Century Gothic', sans-serif, color: black;">Phuntsho Norbu Namgyel</span></p>
<p style="margin: 0px; line-height: 115%;"><span style="font-size: 8.5pt; line-height: 115%; font-family: 'Century Gothic', sans-serif, color: black;">Graphic Designer [Assistant Manager]</span></p>
<p style="margin: 0px; line-height: 115%;"><span style="font-size: 11pt; line-height: 115%; font-family: 'Century Gothic', sans-serif, color: black;">Operations Department</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;&nbsp;&nbsp;</span></p>
<p style="margin: 0px; line-height: 115%;"><span style="font-size: 13pt; line-height: 115%; font-family: 'Raleway ExtraBold', sans-serif, color: black;">BHUTAN NATIONAL BANK LIMITED</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;"><br /></span></p>
<p style="margin: 0px; line-height: 115%;"><span style="font-size: 11pt; line-height: 115%; font-family: 'Century Gothic', sans-serif, color: black;">T</span></p>
<p style="margin: 0px; line-height: 115%;"><span style="font-size: 11pt; line-height: 115%; font-family: 'Century Gothic', sans-serif, color: black;">&nbsp;&nbsp;&nbsp;+975 2 334 933</span></p>
<p style="margin: 0px; line-height: 115%;"><span style="font-size: 11pt; line-height: 115%; font-family: 'Century Gothic', sans-serif, color: black;">IP</span></p>
<p style="margin: 0px; line-height: 115%;"><span style="font-size: 11pt; line-height: 115%; font-family: 'Century Gothic', sans-serif, color: black;">1093</span></p>
<p style="margin: 0px; line-height: 115%;"><span style="font-size: 11pt; line-height: 115%; font-family: 'Century Gothic', sans-serif, color: black;"><br /></span></p>
<p style="margin: 0px; line-height: 115%;"><span style="font-size: 11pt; line-height: 115%; font-family: 'Century Gothic', sans-serif, color: black;">M</span></p>
<p style="margin: 0px; line-height: 115%;"><span style="font-size: 11pt; line-height: 115%; font-family: 'Century Gothic', sans-serif, color: black;">&nbsp;&nbsp;&nbsp;+975 1760 1974</span></p>
</td>
</tr>
</tbody>
</table>
</div>
```

1

2

3

Ok

Step 9

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 browser address bar shows 'mail.bnb.bt/#4'. The Zimbra logo and navigation tabs (Mail, Contacts, Calendar, Tasks, Briefcase, Preferences) are at the top. The 'Preferences' tab is active, and the 'Signatures' sub-tab is selected in the left sidebar. The main content area shows the 'Signatures' configuration for the account 'PNN BNBL'. It includes a 'Name' field with 'PNN BNBL', a 'Format As HTML' dropdown, and a rich text editor with a toolbar. The signature text is: 'Thank you, & Best regards. Phuntsho N. Namgyel (Mr.) Graphic Designer Operations - Banking Department BHUTAN NATIONAL BANK LIMITED'. Below the editor are 'New Signature' and 'Delete' buttons. At the bottom right of the signature section is an 'Attach Contact as vCard' field with 'Browse...' and 'Clear' buttons. Below this is the 'Using Signatures' section, which has dropdowns for 'New Messages' and 'Replies & Forwards' (both set to 'PNN BNBL') and radio buttons for 'Signature Placement' (set to 'Above included messages'). A calendar for May 2020 is visible in the bottom left corner, and a 'Chat' button is in the bottom right corner.

**Employees should check and edit this portion so that correct details are reflected.*

Step 10

Make the signature to your **Primary Account** by selecting your newly created signature.

The screenshot shows the Zimbra web interface. The top navigation bar includes links for Mail, Contacts, Calendar, Tasks, Briefcase, and Preferences. The left sidebar shows the 'Preferences' menu with 'Signatures' selected. The main content area is divided into two sections: 'Signatures' and 'Using Signatures'.

In the 'Signatures' section, a signature for 'PNN BNBL' is shown. The signature text is: 'Thank you & have a pleasant day. Best regards, Phuntsho N. Namgyel (Mr.) Graphic Designer [Assistant Manager] Operations Department'. The signature is formatted as HTML. The 'Using Signatures' section shows the 'Primary Account' dropdown menu with 'No signature' selected, highlighted by a red circle. The 'Signature Placement' is set to 'Above included messages'.

* This step is applicable to those who have multiple signatures. In order to prevent confusion, you should delete all other signatures and maintain only one official signature.

Step 11

Finally, save It.

The screenshot shows the Zimbra webmail interface. The top navigation bar includes links for Mail, Contacts, Calendar, Tasks, Briefcase, and Preferences. The 'Preferences' tab is active, and the 'Signatures' sub-tab is selected in the left sidebar. The 'Save' button is highlighted with a red circle. The main content area shows the 'Signatures' editor with a text box containing the signature text: 'Thank you, & Best regards. Phuntsho N. Namgyel (Mr.) Graphic Designer Operations - Banking Department BHUTAN NATIONAL BANK LIMITED'. Below the editor, the 'Using Signatures' section shows the primary account as 'PNN BNBL' and the signature placement set to 'Above included messages'. A calendar for May 2020 is visible in the bottom left corner.

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: PNN BNBL

Font Family 12pt Paragraph B I U S Z A A

PNN BNBL

Thank you, & Best regards.

Phuntsho N. Namgyel (Mr.)

Graphic Designer

Operations - Banking Department

BHUTAN NATIONAL BANK LIMITED

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

May 2020

M	T	W	T	F	S	S
27	28	29	30	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	31
1	2	3	4	5	6	7

Chat

END OF DECK