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.*

Modern ▾ | 12pt ▾ | Paragraph ▾ | **B** *I* U S̶ I̶ₓ | A ▾ A ▾ | ≡ ≡ ≣ ▾ ≣ ▾ 66 | ≡ ≡ ≡ ≡

Thank you, & Best regards.

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Step 1

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

Step 2

Enter your *Employee ID* and click on "*Generate Signature*"

Step 3

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

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***)**)

Step 5

Log in to Zimbra if you haven't already done so. Click on "Preferences" and then on "Signatures".

Step 6

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

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*"

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.

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.

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.

* 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.

END OF DECK