


# 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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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

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2020

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### 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.
```

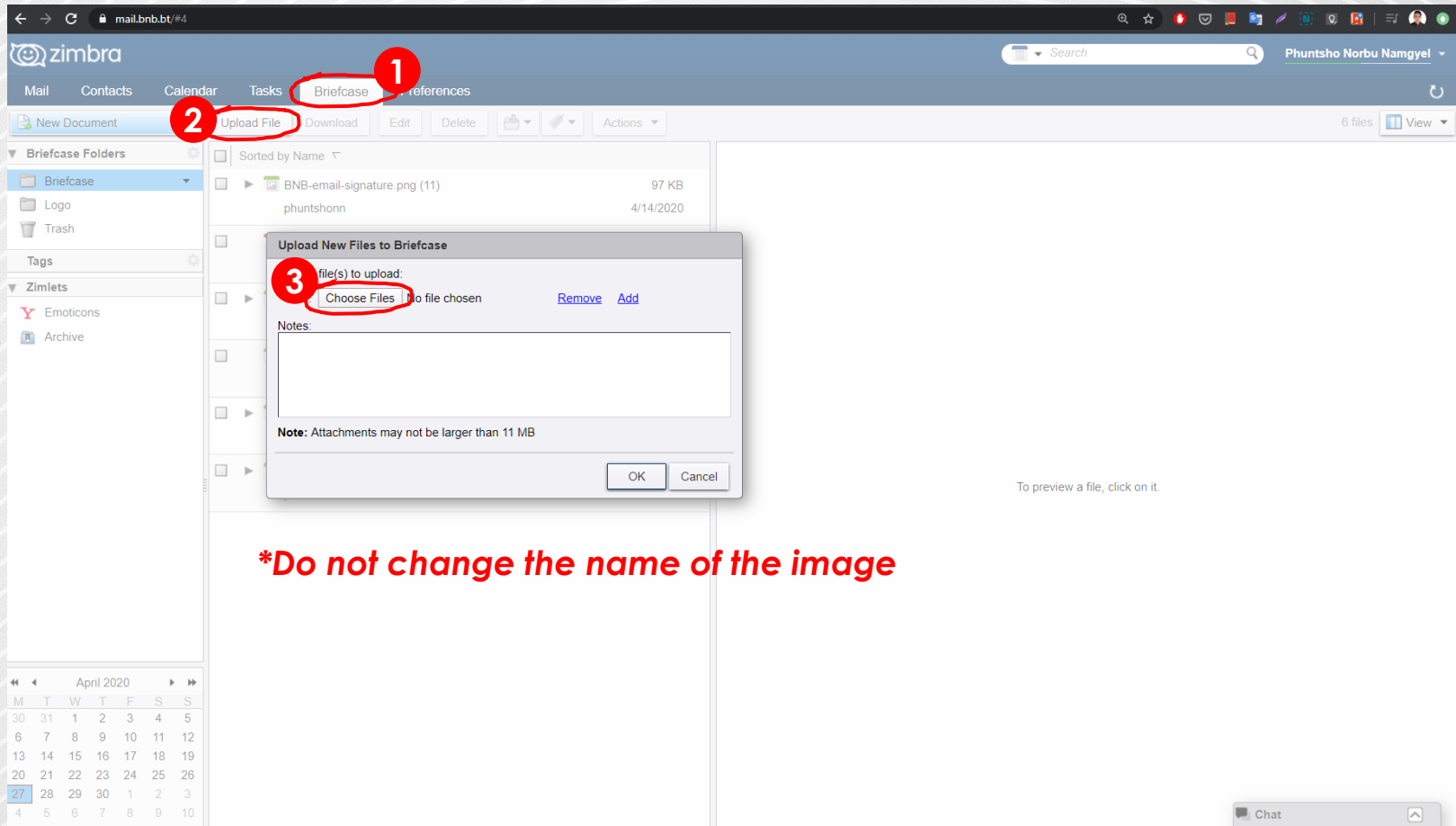
Opening BNB-email-signature.png  
You have chosen to open:  
☒ BNB-email-signature.png  
which is: PNG file (97.5 KB)  
from: https://172.19.10.78  
What should Firefox do with this file?  
☐ Open with Photos (default)  
☒ Save File  
☐ Do this automatically for files like this from now on.  
OK Cancel

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. A calendar for April 2020 is visible at the bottom left of the sidebar.

1

2

Sign in

Password:

Default Client: ☒ Advanced (Ajax) ☐ Standard (HTML)

Appearance

Theme:

Font:

Display Font Size:

Print Font Size:

Time Zone and Language

Time Zone:

Language:

Compose Direction:  ☐ Show direction buttons in compose toolbar

Search

Search Folders: ☐ Include Spam Folder in Searches ☐ Include Trash Folder in Searches ☐ Include Shared Items in Searches

Search Language: ☐ Show advanced search language in search toolbar

Other Settings

Chat

# Step 7

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

The screenshot shows the Zimbra web interface. The top navigation bar includes 'Mail', 'Contacts', 'Calendar', 'Tasks', 'Briefcase', and 'Preferences'. The left sidebar shows 'Preferences' with sub-items: 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'. It features a 'Name' field containing 'PNN BNBL', which is circled in red with a red circle containing the number 2. Below the 'Name' field is a large text area with a blue 'enter name' prompt. To the left of the text area is a red circle containing the number 1, pointing to the 'New Signature' button. Below the text area are buttons for 'New Signature' and 'Delete'. To the right of the text area is a 'Format As Plain Text' dropdown menu. Below the 'Signatures' section is the 'Using Signatures' section, which includes 'New Messages' and 'Replies & Forwards' tabs, 'Primary Account' dropdowns set to 'PNN BNBL', and a 'Signature Placement' section with radio buttons for 'Above included messages' (selected) and 'Below included messages'. At the bottom left is a calendar for April 2020, and at the bottom right is a 'Chat' button.



# 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. The top navigation bar includes links for Mail, Contacts, Calendar, Tasks, Briefcase, and Preferences. The left sidebar shows the 'Preferences' section expanded, with 'Signatures' selected. The main content area is titled 'Signatures' and shows 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' (highlighted with a red circle and number 1) and 'Format As HTML' (highlighted with a red circle and number 2). Below the signature list, there are buttons for 'New Signature' and 'Delete', and a section for 'Using Signatures' with dropdowns for 'New Messages' and 'Replies & Forwards', and a 'Signature Placement' section with radio buttons for 'Above included messages' and 'Below included messages'. A bottom calendar view shows the month of April 2020.

# 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. Circle 1 points to the 'As HTML' dropdown menu. Circle 2 points to the 'Source code' icon in the toolbar. Circle 3 points to the 'Ok' button. The background shows the 'Signatures' pane with a signature named 'PNN BNBL' and a calendar 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%;"><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;&nbsp;&nbsp;</span></p>
<p style="line-height: 115%; margin: 0px;"><span style="font-size: 13pt;"><strong><span style="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;&nbsp;&nbsp;</span><span style="font-size: 13pt;"><strong><span style="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;"><br /></span><span style="font-size: 11pt;"><strong><span style="line-height: 115%; font-family: 'Century Gothic', sans-serif; color: black;">M</span></strong><span style="line-height: 115%; font-family: 'Century Gothic', sans-serif; color: black;">&nbsp;&nbsp;&nbsp;</span><span style="font-size: 13pt;"><strong><span style="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** Source code icon

**3** Ok



# \*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 shows the Zimbra webmail interface. The top navigation bar includes 'Mail', 'Contacts', 'Calendar', 'Tasks', 'Briefcase', and 'Preferences'. The 'Preferences' sidebar on the left lists various settings, with 'Signatures' selected. The main content area is titled 'Signatures' and shows the configuration for the 'PNN BNBL' account. The signature text is displayed in a rich text editor, showing the name 'Phuntsho N. Namgyel (Mr.)', title 'Graphic Designer [Assistant Manager] Operations Department', and company 'BHUTAN NATIONAL BANK LIMITED'. Contact information includes phone numbers and a corporate address in Thimphu. A logo for Bhutan National Bank Limited is also visible. Below the signature editor, the 'Using Signatures' section shows the primary account set to 'PNN BNBL' and the signature placement set to 'Above included messages'. A calendar for April 2020 is visible in the bottom left corner.

*\* This is an important step, as the employee directory may reflect some wrong details, especially if you have not correctly provided them*



# Step 11

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

The screenshot shows the Zimbra web interface. The top navigation bar includes 'Mail', 'Contacts', 'Calendar', 'Tasks', 'Briefcase', and 'Preferences'. The 'Preferences' section is active, showing a list of settings on the left: General, Accounts, Mail, Filters, Signatures, Out of Office, Trusted Addresses, Contacts, Calendar, Sharing, Notifications, Import / Export, and Shortcuts. The 'Signatures' section is expanded, showing a list of signatures with 'PNN BNBL' selected. The signature details show the name 'PNN BNBL', a sample text 'Thank you & have a pleasant day. Best regards, Phuntsho N. Namgyel (Mr.) Graphic Designer [Assistant Manager] Operations Department', and a logo. The 'Using Signatures' section shows the 'Primary Account' dropdown set to 'No signature'.

**Signatures**

Name: PNN BNBL

Format As HTML

Modern 12pt Paragraph B I U S Z A A

PNN BNBL

Thank you & have a pleasant day.  
Best regards,

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

New Signature Delete

Attach Contact as vCard: Browse... Clear

**Using Signatures**

New Messages Replies & Forwards

Primary Account: No signature No signature

Signature Placement: ☒ Above included messages ☐ Below 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 12

Finally, save It.

The screenshot shows the Zimbra webmail interface. The 'Signatures' configuration page is active. The 'Name' field is set to 'PNN BNBL'. The signature text is as follows:

**PNN BNBL**

**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

The 'Using Signatures' section shows the 'Primary Account' set to 'PNN BNBL' for both 'New Messages' and 'Replies & Forwards'. The 'Signature Placement' is set to 'Above included messages'.

A calendar for April 2020 is visible at the bottom left, with the 27th highlighted.



**END OF DECK**