

Email Signature Instructions

Please visit the link (<https://172.19.10.78/MailSignatureGenerator/search>) and follow the directions & the following steps to use it.

1. Enter your employee ID and click on "Generate Signature"
2. You will see a white box with some text. Select all of it and copy it (click inside the box, and click control+A, control+C)
3. On the right side of this white box, you will see some instructions- follow it to download the image, and if necessary, copy the image to your Zimbra briefcase (You will see "Briefcase" when you have logged in to Zimbra)
4. Log in to Zimbra if you haven't already done so.
5. Click on "Preferences" and then on "Signatures" located on the menu bar on the left.
6. Click "New signature"
7. Name your signature something you prefer.
8. Look for a box at the right hand corner (in the same line where the "Name" is) that says "Format as plain text" on the top right corner and change it to "Format as HTML"
9. Look for the icon "< >" (Source code) [this is just above your signature box, and the last button on the editing tool bar]. Click on it. Copy and Paste the code that you selected in Step 1.
10. You can edit the Names/ Phone Numbers etc to correctly reflect your designation & other details but DO NOT change the fonts, sizes, etc.
11. Finally, save It.