How to Generate & Apply Email signature

Send ▼ Cancel Save Draft
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 Ix A ▼ A ▼ E E E ▼ E ▼ 66 E E E E
Thank you, & Best regards.
Phuntsho N. Namgyel (Mr.)
Graphic Designer
Operations - Banking Department
BHUTAN NATIONAL BANK LTD. T: +975 328 577/ 78 IP: 1093 M:+975 17601974 Corporate Office Post Box No: 439, Nordzin Lam II Thimphu Bhutan
The contents of this e-mail and any attachment(s) are confidential and intended for the named recipient(s) only. Any form of reproduction, dissemination, copying, disclosure, modification, distribution and/or publication of this message without the prior written consent of the author of this e-mail is strictly prohibited. If you have

The contents of this e-mail and any attachment(s) are confidential and intended for the named recipient(s) only. Any form of reproduction, dissemination, copying, disclosure, modification, distribution and/or publication of this message without the prior written consent of the author of this e-mail is strictly prohibited. If you have received this email in error please delete it and notify the sender immediately, so that we can ensure such a mistake does not occur in the future. Before opening any mail and attachments please check them for viruses and defects. Any views or opinions presented in this email are solely those of the author and may not necessarily reflect the opinions of BNBL.

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



Mail Signature Generator

Built By : BNBL IT Departmen 2020

BHUTAN NATIONAL BANK LIMITED Mail Signature Generator

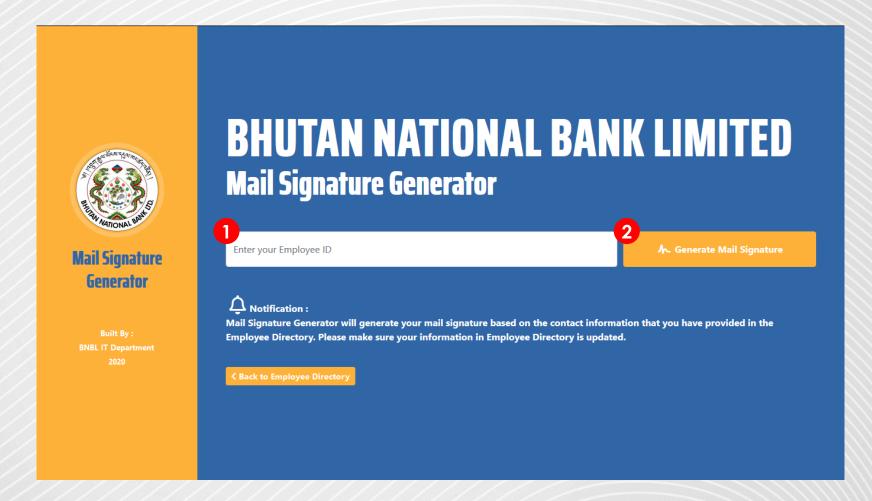
Enter your Employee ID



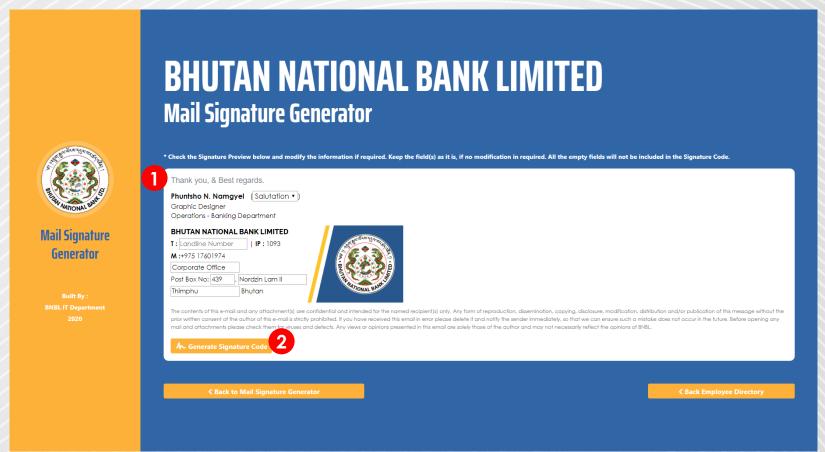
Mail Signature Generator will generate your mail signature based on the contact information that you have provided in the Employee Directory. Please make sure your information in Employee Directory is updated.

Back to Employee Directory

Enter your Employee ID and click on "Generate Signature"



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"



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 : SNBL IT Departmen 2020

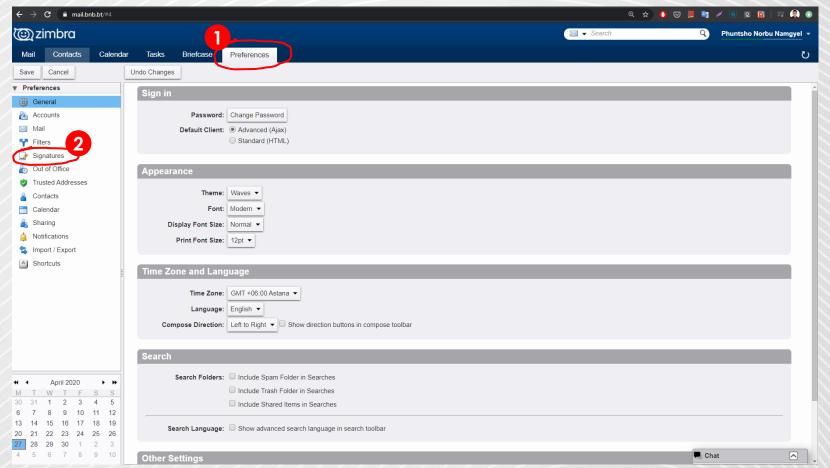
BHUTAN NATIONAL BANK LIMITED

Mail Signature Generator

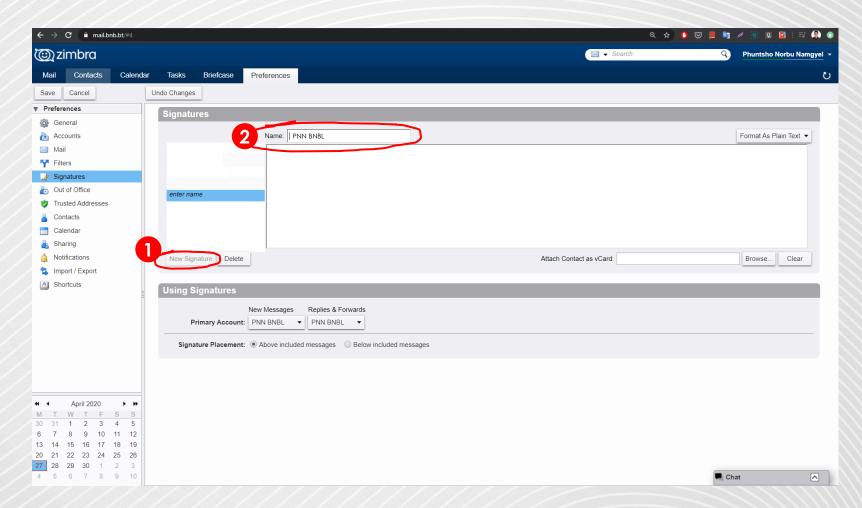
```
<div style="font-size: 12pt; font-family: sans-serif; line-height: 1.5; margin-bottom: 12px;">
Thank you, & Best regards.
</div>
<div style= "font-family: 'Century Gothic', sans-serif; color: black; line-height: 1.5;">
<span style="font-size: 11pt;">
<span style="font-size: 11pt;">
<strong>Phuntsho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

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

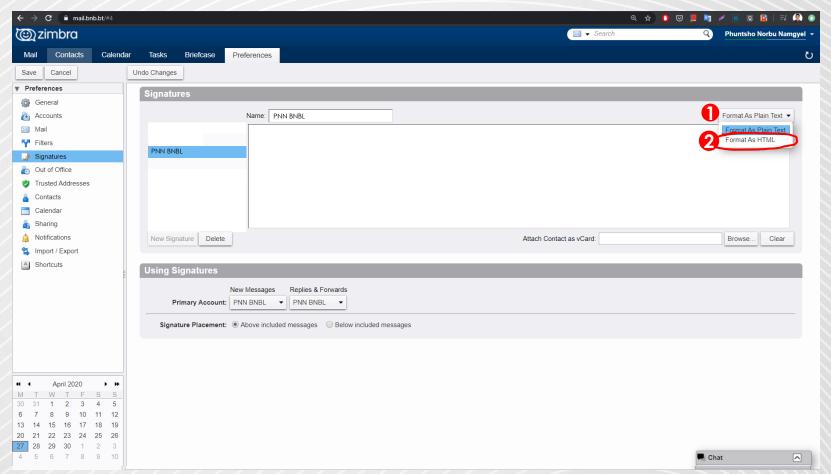
Log in to Zimbra if you haven't already done so. Click on "**Preferences**" and then on "**Signatures**".



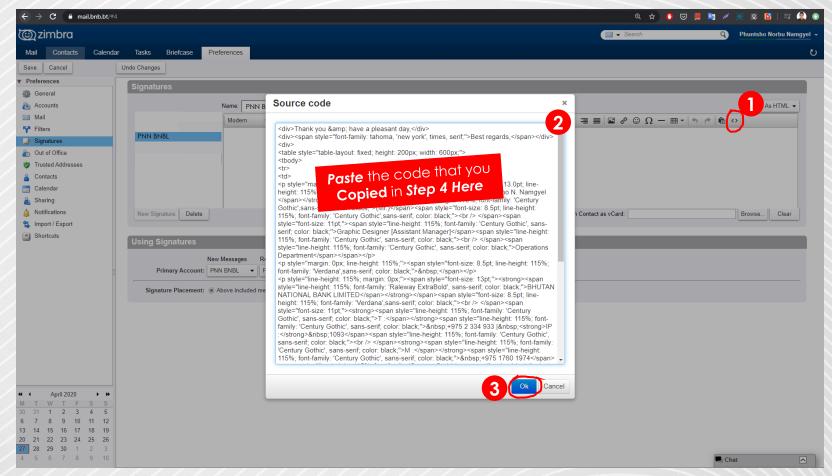
Click "New signature" & name your signature something you prefer.



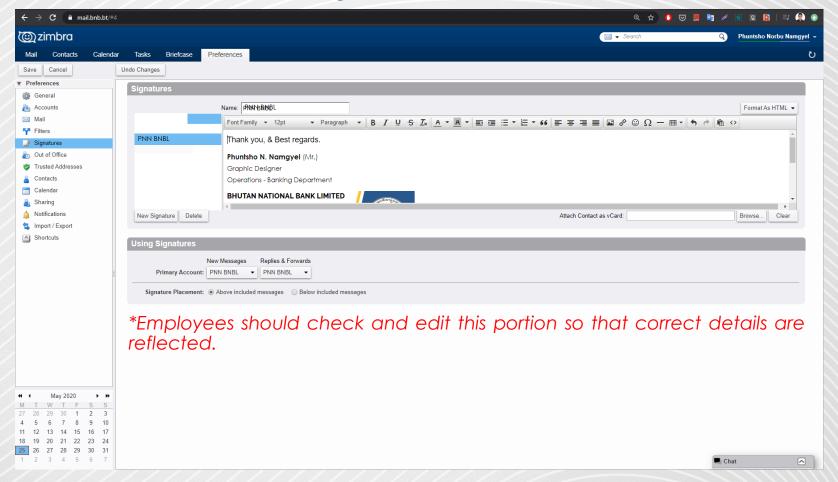
Look for a box at the right hand corner that says "Format as plain text" on the top right corner and change it to "Format as HTML"



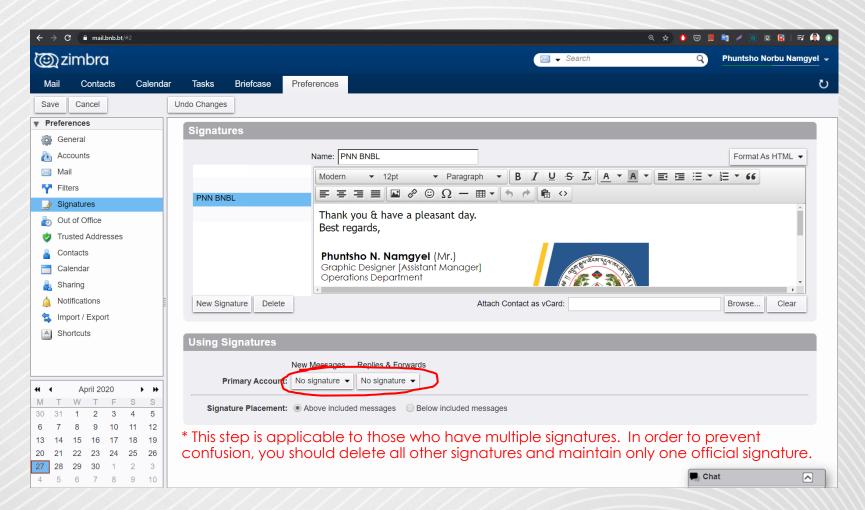
Look for the icon "<>" (Source code). Click on it. Clear the text box if it's not empty. Paste the code that you Copied in Step 4. Click 'Ok' after pasting.



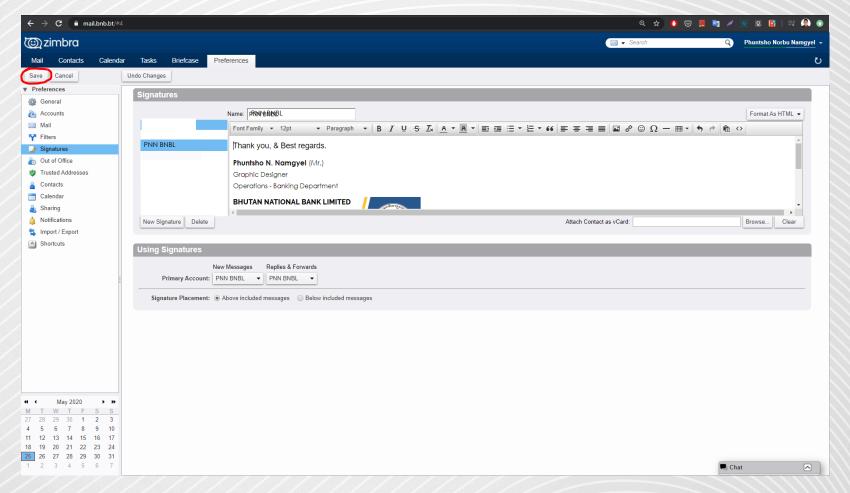
You can **edit** the Names/ Phone Numbers etc to correctly reflect your designation & other details but **DO NOT** change the fonts, sizes, etc.



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



Finally, save It.



END OF DECK