

## Guidelines for creating your RPSG email signature on MS Outlook

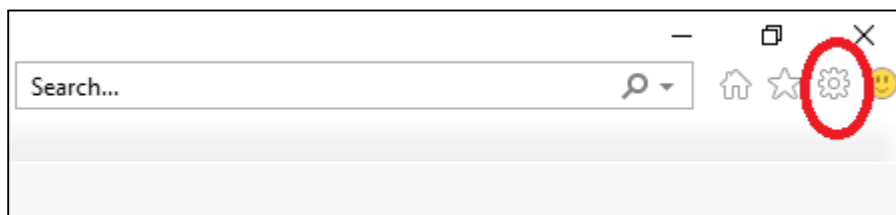
**This document is created for guiding the MS Outlook users to set-up their email signatures. If you want to set up your email signature in Gmail, follow the Guidelines available for Webmail.**

**If you want to create your signature in both MS Outlook and Gmail, you need to follow both the Guidelines.**

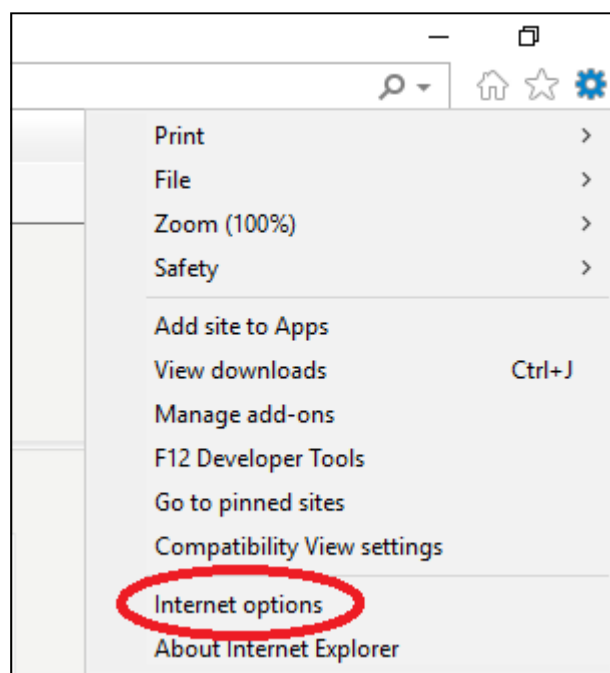
**However, the [Step 1: Initial Preparations](#) (pages 1, 2, 3 of this document) needs to be done only once. In case you have done Step 1 already, skip to page 4.**

### Step 1: Initial Preparations

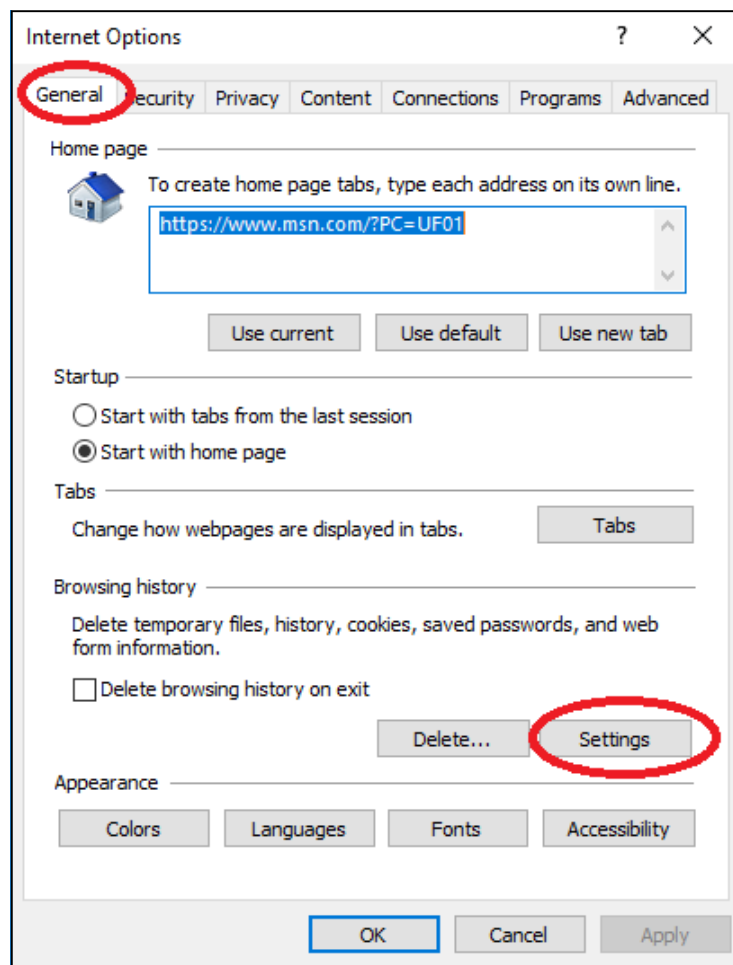
1. In an Internet Explorer page, click on the Tools button. For example, if you are using IE 11, you'll find the Tools icon in the top right of the page



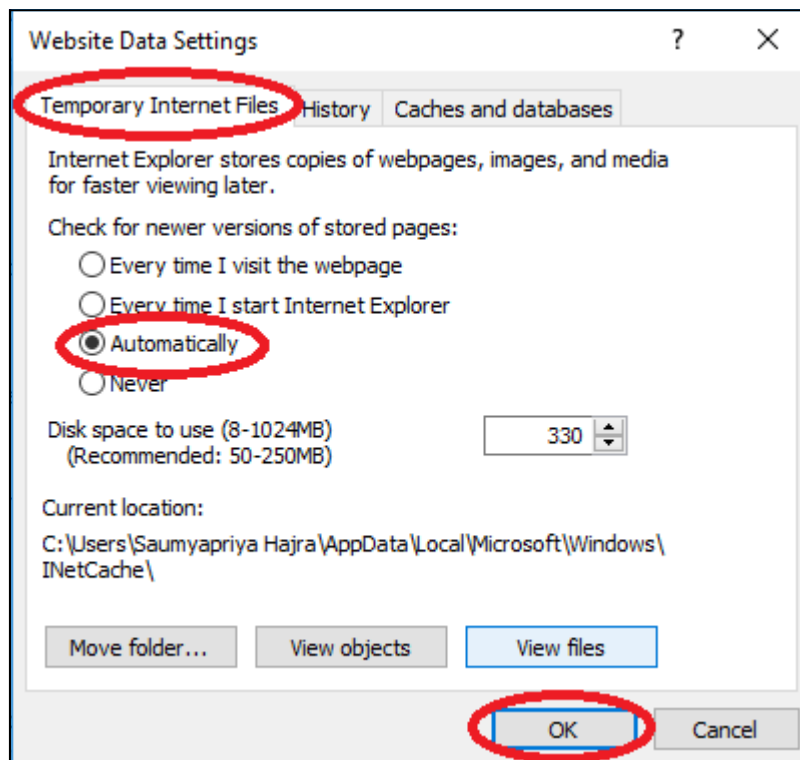
2. From the drop down, select Internet Options



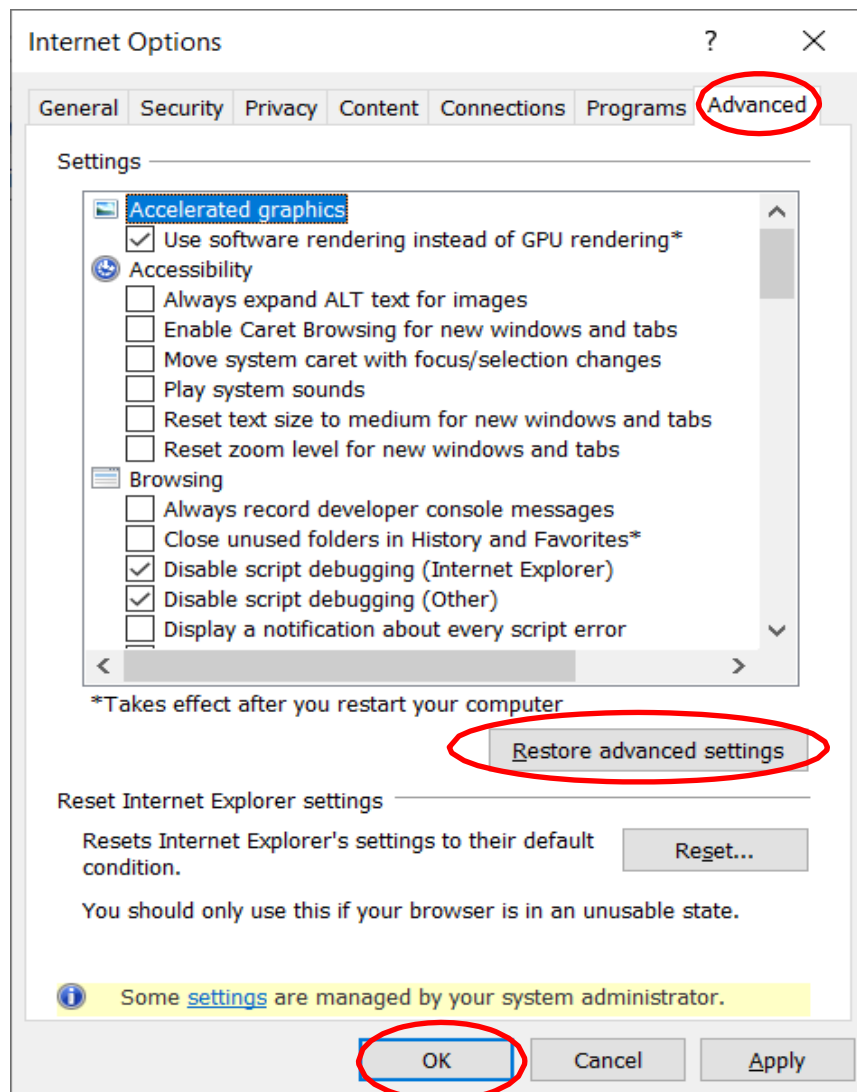
3. In the Internet Options window, inside the General Tab, click on Settings



4. A window like this will open. Inside the Temporary Internet Files tab, check Automatically, and click OK

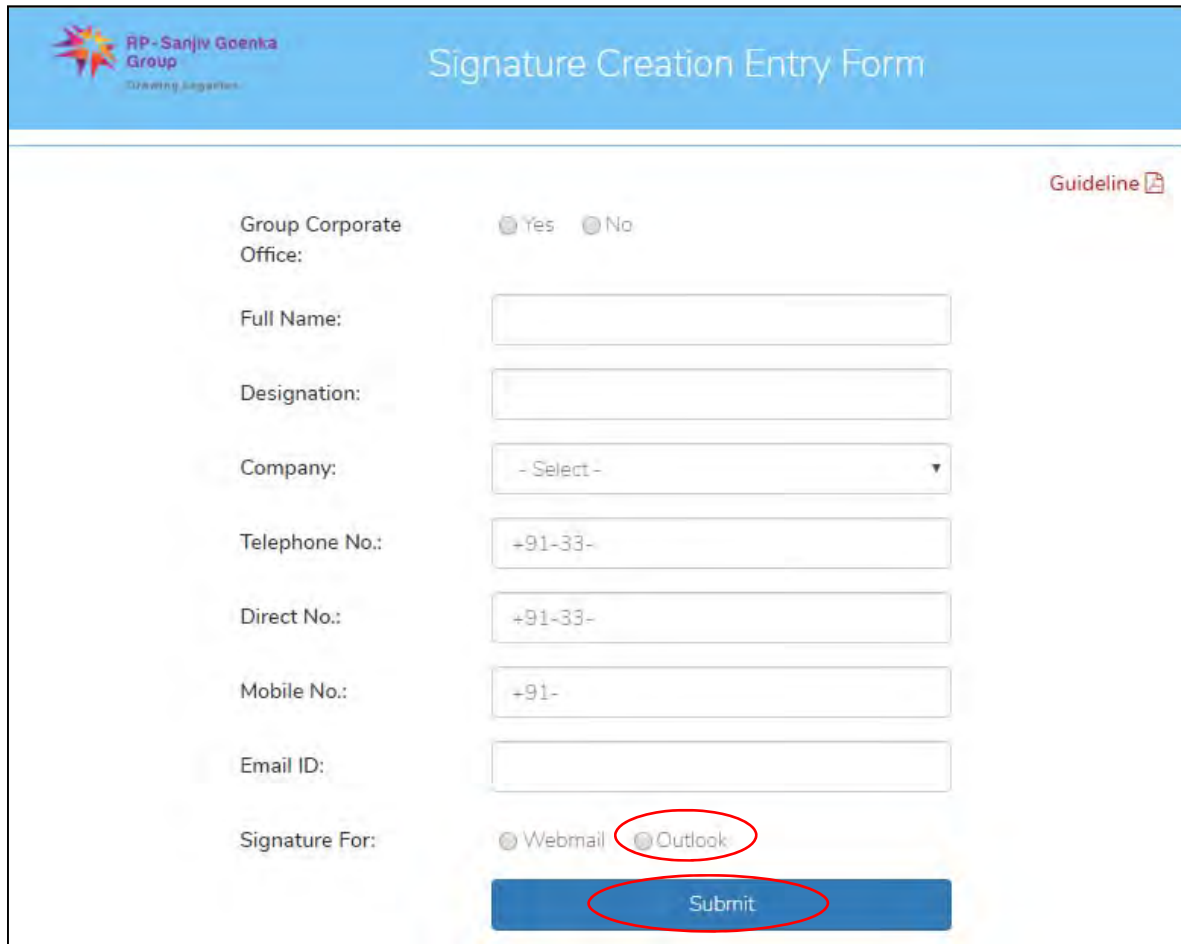


5. Now click on the Advanced tab in the Internet Options window. Click on Restored advanced settings, and then click OK.



## Step 2: Filling up the signature creation form

1. Click on the signature creation link shared on email
2. Fill-up the form with the required information, select Outlook and then click Submit



The screenshot shows the 'Signature Creation Entry Form' for RP-Sanjiv Goenka Group. The form includes fields for Group Corporate Office (Yes/No), Full Name, Designation, Company (dropdown), Telephone No., Direct No., Mobile No., and Email ID. Under 'Signature For', 'Webmail' and 'Outlook' are radio buttons, with 'Outlook' selected and circled in red. A blue 'Submit' button is at the bottom, also circled in red. A 'Guideline' link is in the top right corner.

3. After submitting the form, your signature will be created in a similar format:



The screenshot shows the result of the signature creation. It features a 'Back' button and a 'Copy' button. The signature format is displayed as follows:

**RP-Sanjiv Goenka Group**  
Growing Legacies

**Your Name**  
Your Designation, CESC Limited

T : +91 33 2222 5555      D : +91 33 3333 4444  
M : +91 99999 99999      E : test.mail@rpsg.in  
A : RPSG House, 2/4 Judges Court Road, Kolkata 700 027

**CESC LIMITED**  
W: www.cesc.co.in  
f t in

Disclaimer: The information in this e-mail is confidential & may be legally privileged. It is intended solely for the addressee. If you have received this communication in error, please notify the sender with subject "Received in error", then delete/destroy the e-mail &/or any copies thereof.

Designed, Developed & Maintained by CESC Ventures Limited

4. Click on Copy to copy the signature. This is an important step, do not forget!

The screenshot shows a web interface for creating a signature. At the top, there is a blue header with the RP-Sanjiv Goenka Group logo and the text "Signature Creation Entry Form". Below the header, there is a grey bar containing a red "Back" button, the text "Click here to copy the signature" with a red arrow pointing to a green "Copy" button, and the "Copy" button itself, which is circled in red. The main content area is white and contains a signature creation form. The form has a blue header with the RP-Sanjiv Goenka Group logo and the text "Your Name" and "Your Designation, CESC Limited". Below this, there are input fields for "T: +91 33 2222 5555", "D: +91 33 3333 4444", "M: +91 99999 99999", "E: test.mail@rosq.in", and "A: RPSG House, 2/4 Judges Court Road, Kolkata 700 027". To the right of the form, there is a blue box with the CESC logo and the text "W: www.cesc.co.in". Below the form, there is a blue bar with the text "Disclaimer: The information in this e-mail is confidential & may be legally privileged. It is intended solely for the addressee. If you have received this communication in error, please notify the sender with subject 'Received in error', then delete/destroy the e-mail &/or any copies thereof." At the bottom of the page, there is a blue bar with the text "Designed, Developed & Maintained by CESC Ventures Limited".

RP-Sanjiv Goenka Group  
Growing Legacies

## Signature Creation Entry Form

← Back

Click here to copy the signature → **Copy**

RP-Sanjiv Goenka Group  
Growing Legacies

**Your Name**  
**Your Designation, CESC Limited**

T: +91 33 2222 5555 D: +91 33 3333 4444  
M: +91 99999 99999 E: test.mail@rosq.in  
A: RPSG House, 2/4 Judges Court Road, Kolkata 700 027

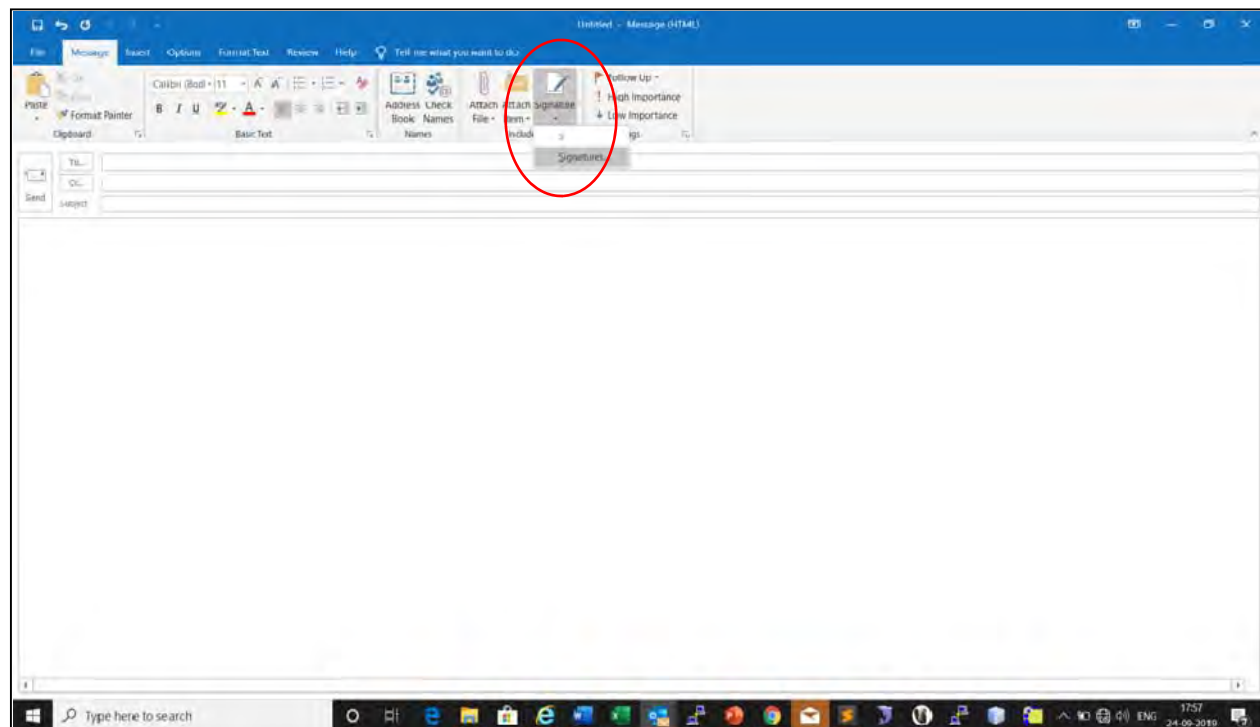
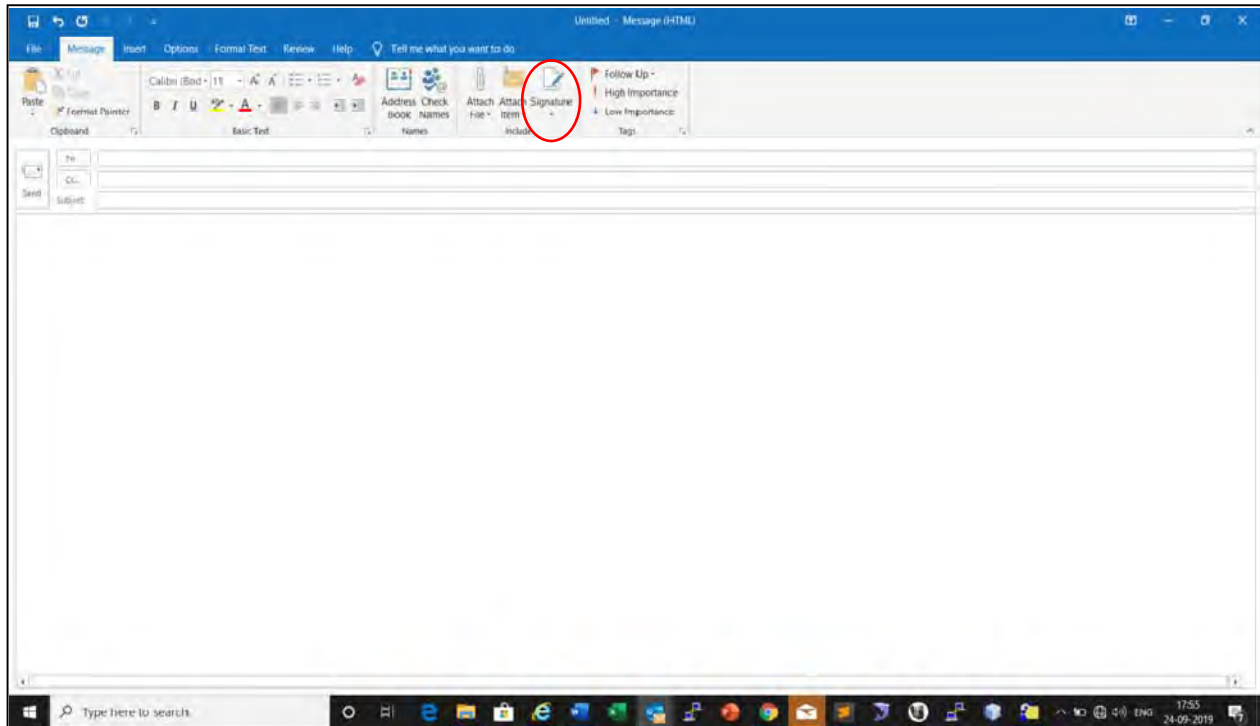
W: www.cesc.co.in

Disclaimer: The information in this e-mail is confidential & may be legally privileged. It is intended solely for the addressee. If you have received this communication in error, please notify the sender with subject "Received in error", then delete/destroy the e-mail &/or any copies thereof.

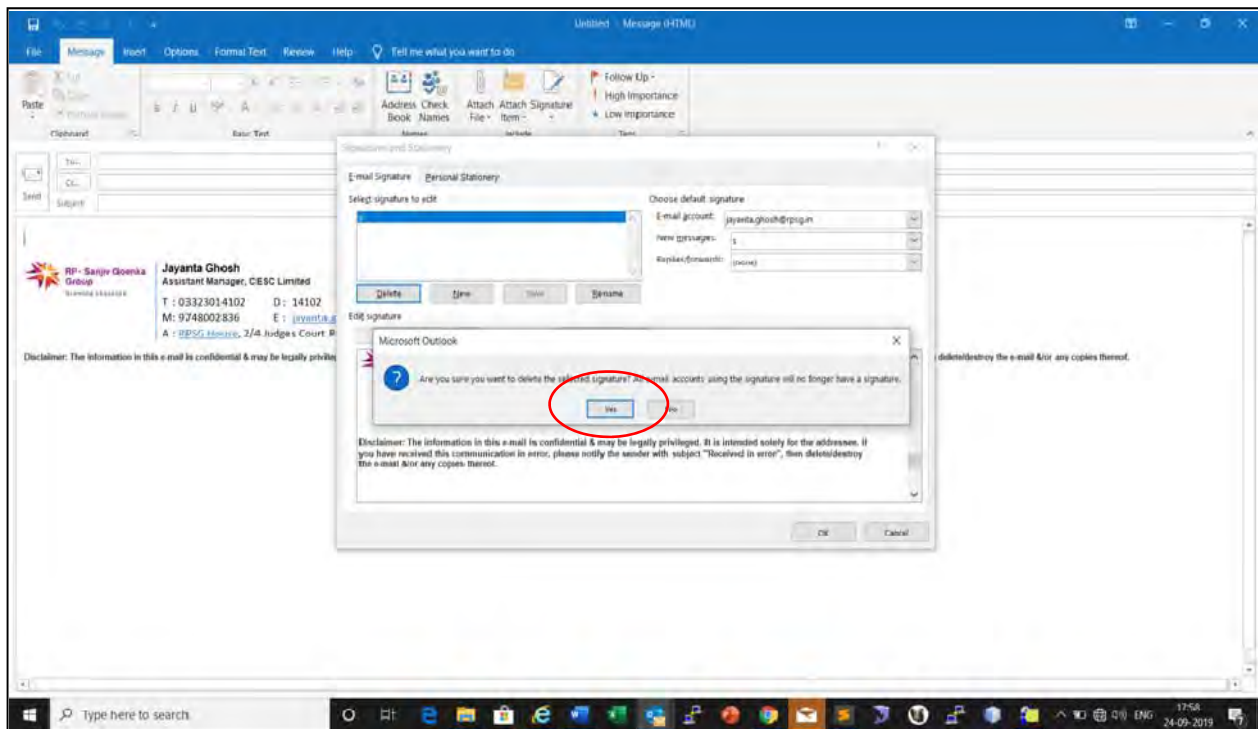
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## Step3: Setting up the signature in your Outlook mail

1. Go to the signature section of your MS Outlook. It can be found in the Message tab.

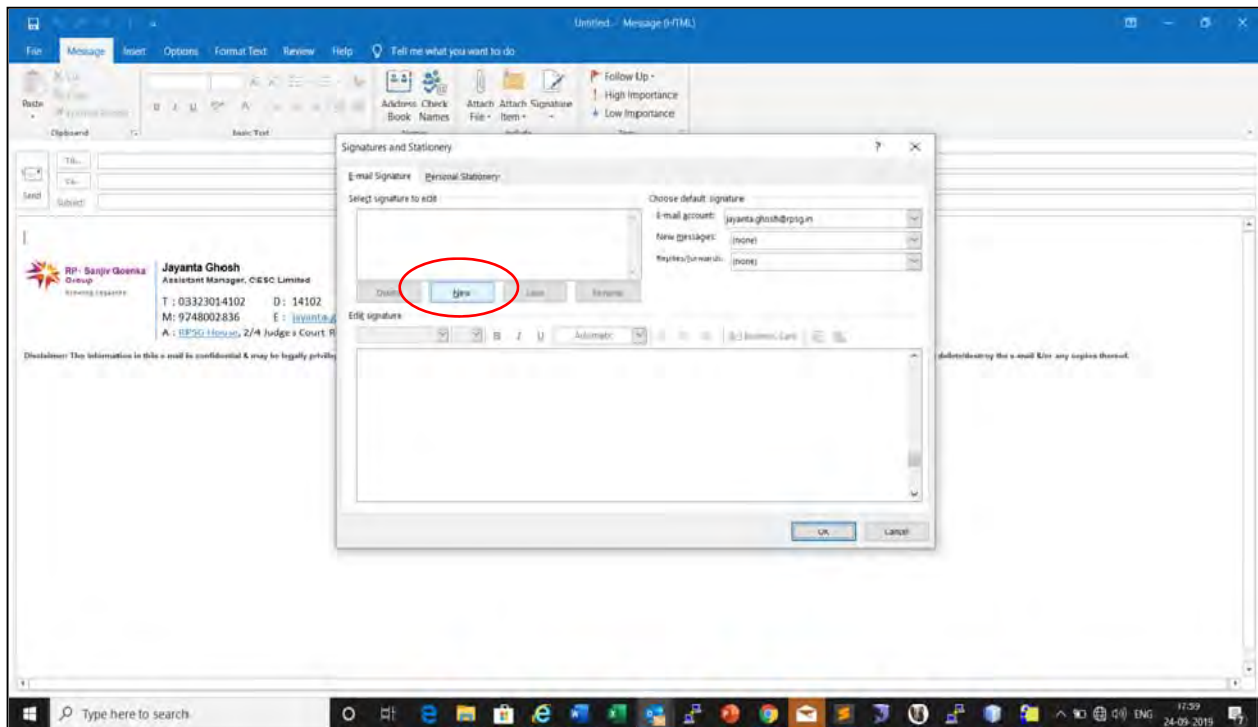


### 3. Click and delete the old signature

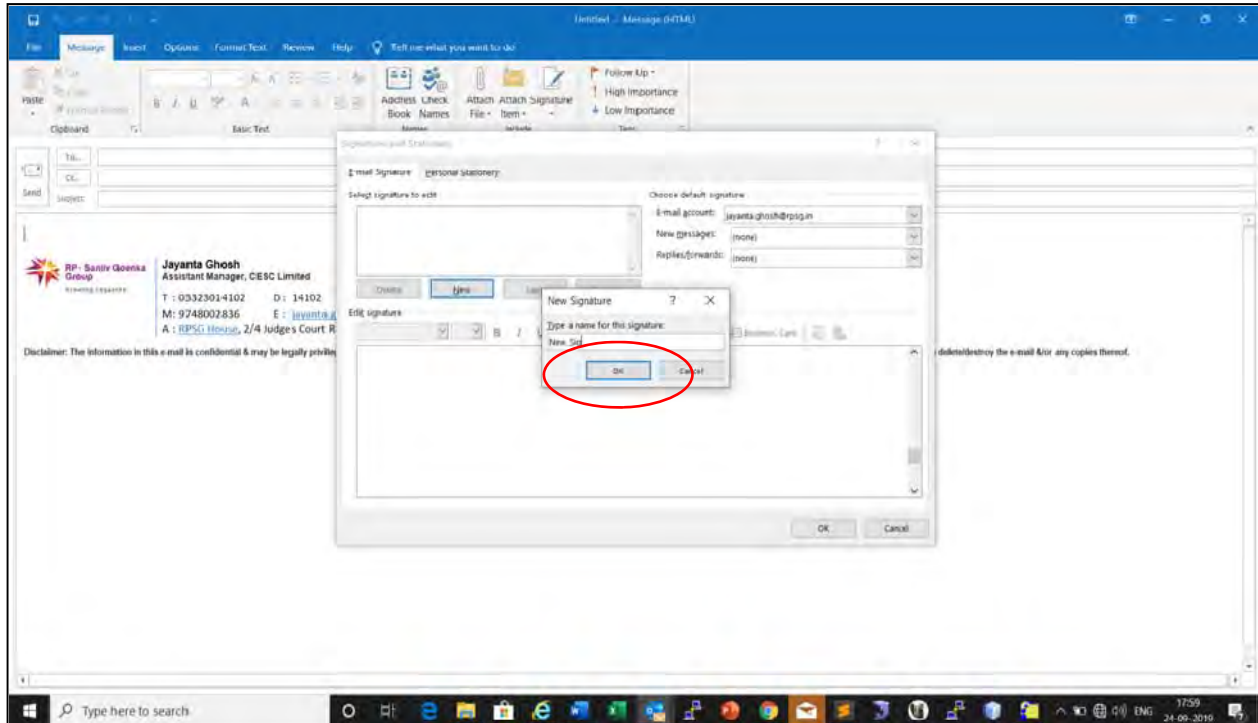




#### 4. Create a new signature

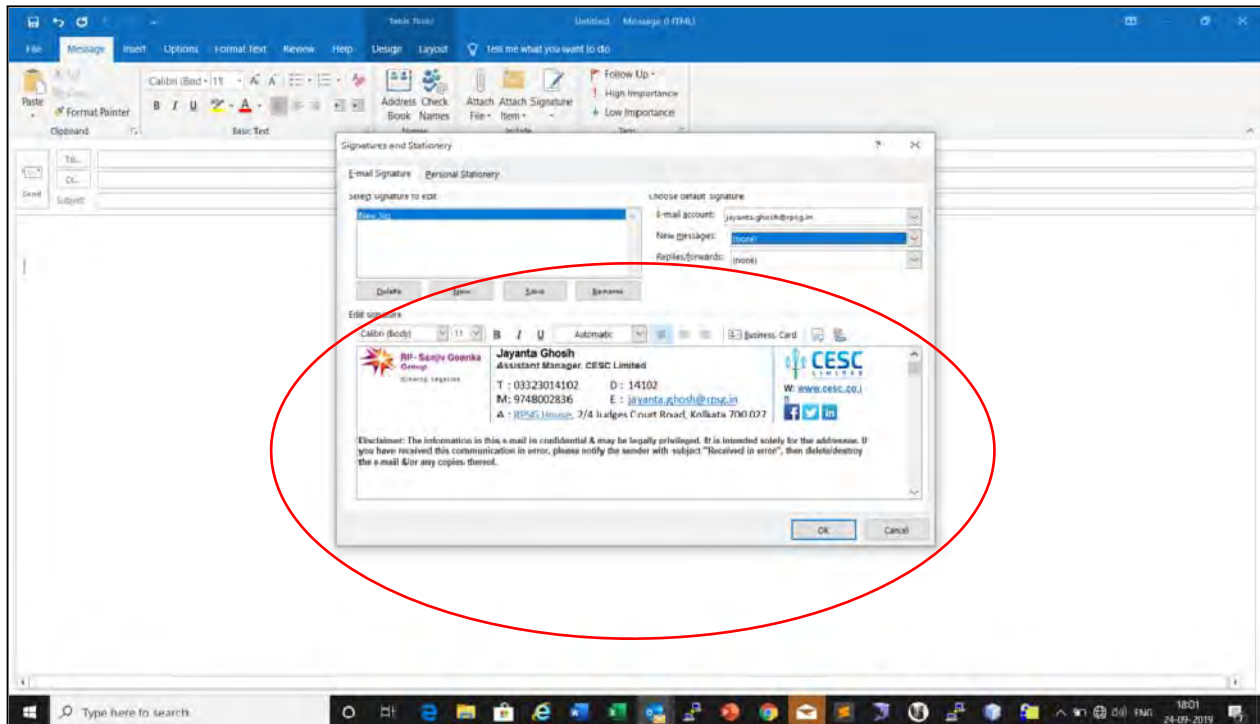


#### 5. Assign a name to your new signature

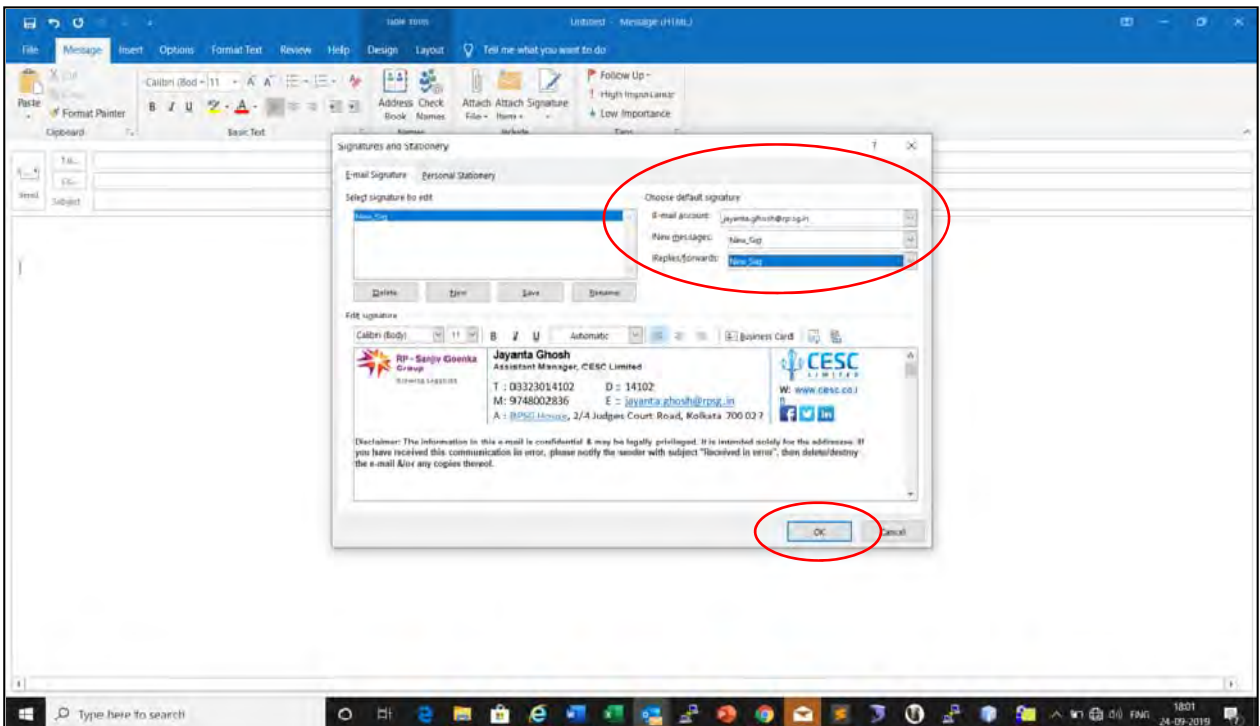




6. Paste the previously copied signature



7. In the 'Choose default signature' section, using the dropdowns, select your new signature for new emails and replies/forwards. Then click OK



Your signature should now automatically appear when you compose a new email in MS Outlook and when you forward or reply to an email!