

Guidelines for creating your RPSG email signature on Webmail

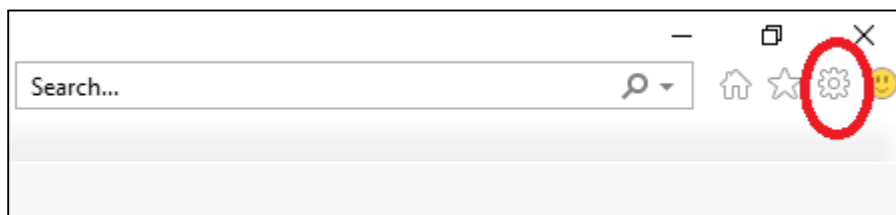
This document is created for guiding the Gmail users to set-up their email signatures. If you want to set up your email signature in MS Outlook, follow the Guidelines available for Outlook.

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

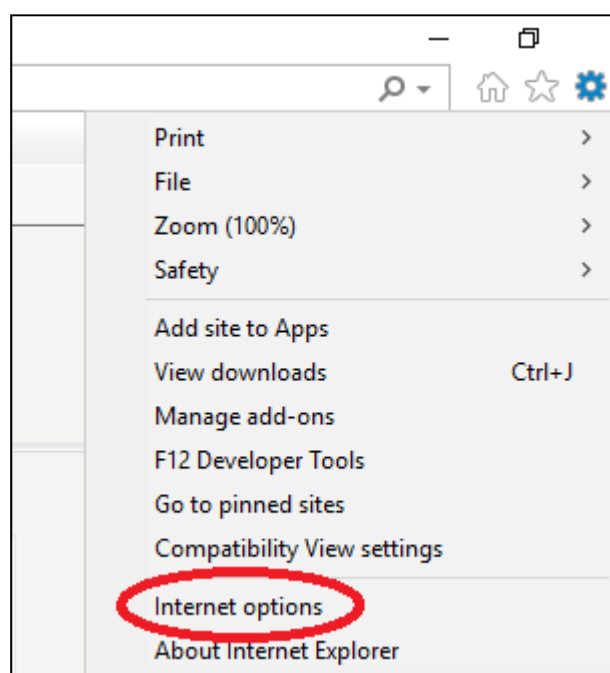
However, the [Step 1: Initial Preparations](#) (pages 1, 2, 3 of this document) needs to be done only once. In case you have done Step 1 already, skip to page 4.

Step 1: Initial Preparations

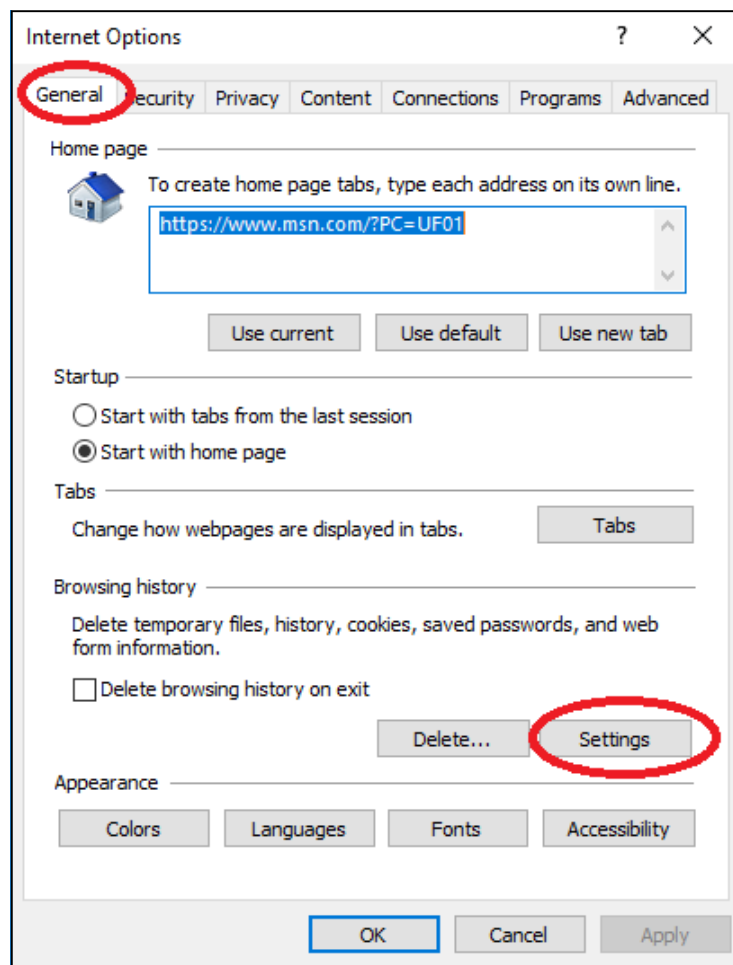
1. In an Internet Explorer page, click on the Tools button. For example, if you are using IE 11, you'll find the Tools icon in the top right of the page



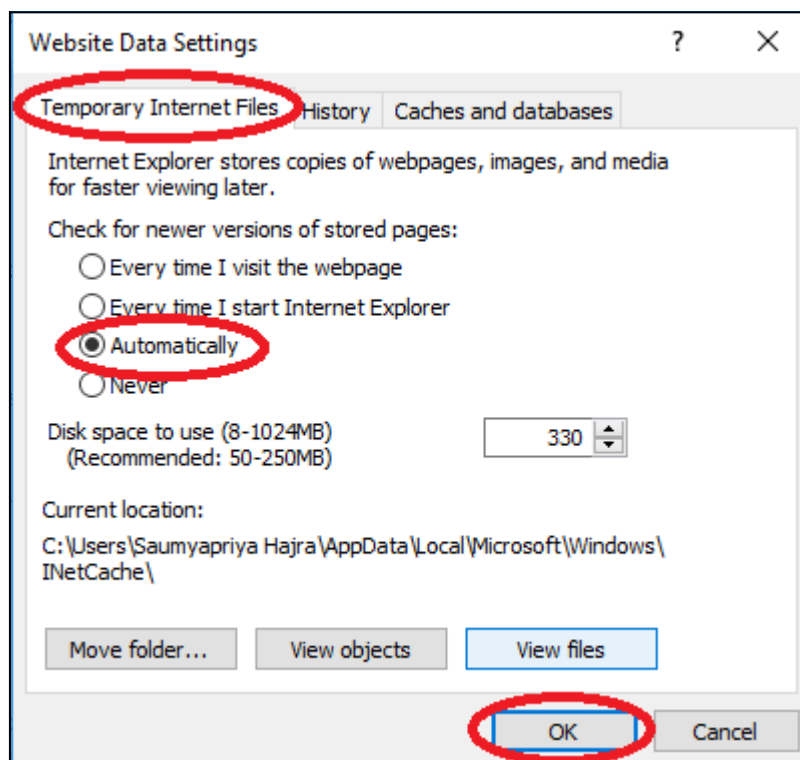
2. From the drop down, select Internet Options



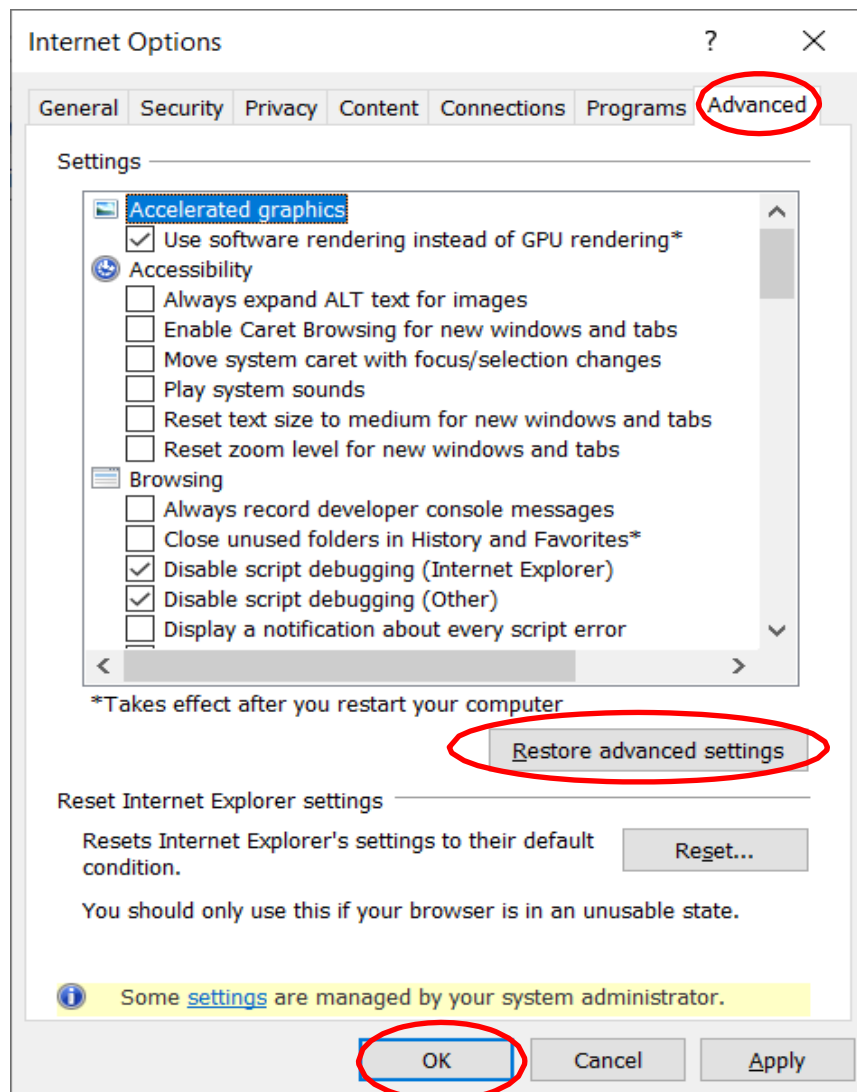
3. In the Internet Options window, inside the General Tab, click on Settings



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

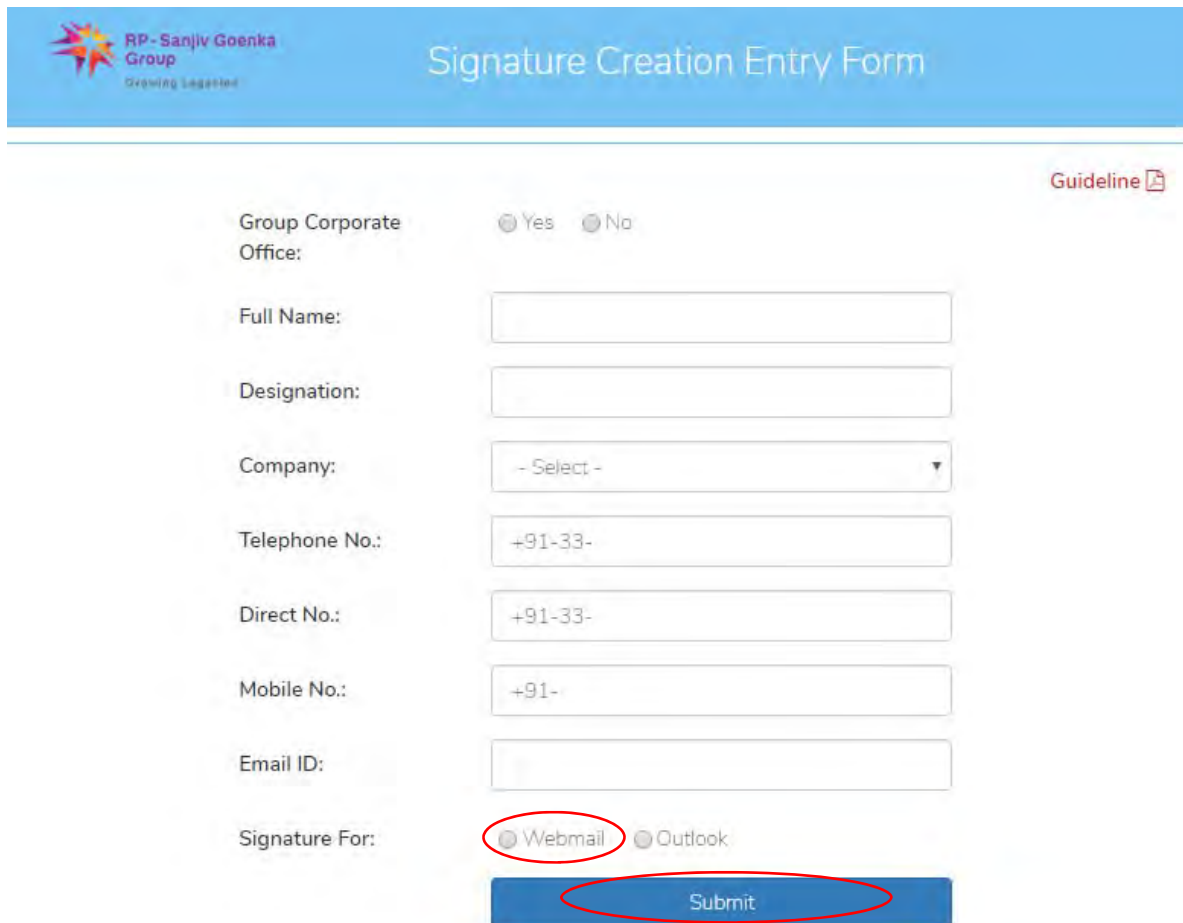


5. Now click on the Advanced tab in the Internet Options window. Click on Restored advanced settings, and then click OK.



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 Webmail and 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'. The 'Signature For' section has radio buttons for 'Webmail' (selected) and 'Outlook'. A 'Submit' button is at the bottom. A 'Guideline' link is in the top right.

RP-Sanjiv Goenka Group
Growing Legacies

Signature Creation Entry Form

Guideline

Group Corporate Office: ☐ Yes ☐ No

Full Name:

Designation:

Company:

Telephone No.:

Direct No.:

Mobile No.:

Email ID:

Signature For: ☒ Webmail ☐ Outlook

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



The screenshot shows the result of the signature creation. It displays the RP-Sanjiv Goenka Group logo, the user's name and designation, contact information, and the CESC Limited logo. A disclaimer is at the bottom, and the footer states 'Designed, Developed & Maintained by CESC Ventures Limited'.

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

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.

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 bar with the RP-Sanjiv Goenka Group logo on the left and the title "Signature Creation Entry Form" in the center. Below the header, there is a grey navigation bar containing a red "Back" button on the left and a green "Copy" button on the right. A red arrow points from the text "Click here to copy the signature" to the "Copy" button. 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 contact information: T: +91 33 2222 5555, D: +91 33 3333 4444, M: +91 99999 99999, E: test.mail@rsgo.in, and A: RPSG House, 2/4 Judges Court Road, Kolkata 700 027. To the right of the form is a blue box with the CESC logo and the text "W: www.cesc.co.in". Below the form, there is a disclaimer 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 footer 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
Your Name
Your Designation, CESC Limited

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

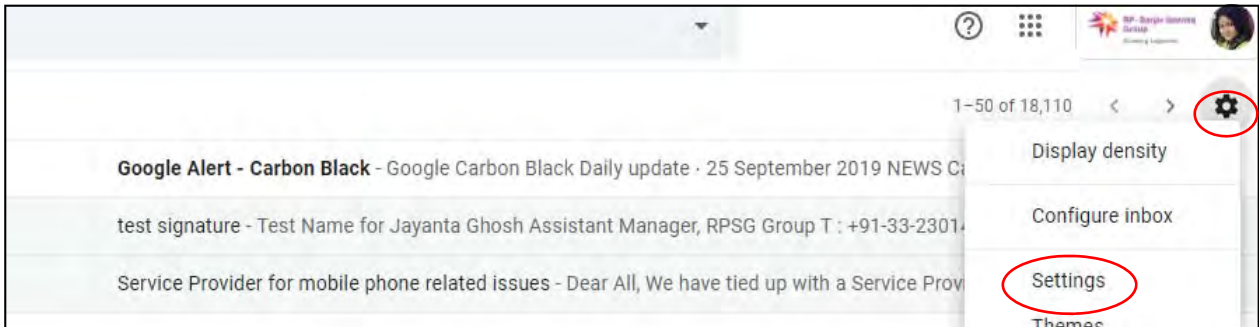
W: www.cesc.co.in

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.

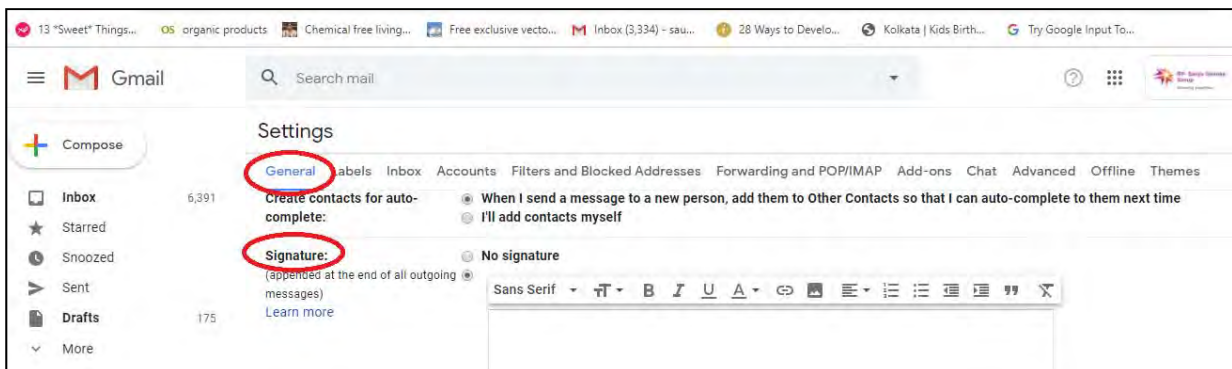
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Step 3: Setting up the signature in your Webmail

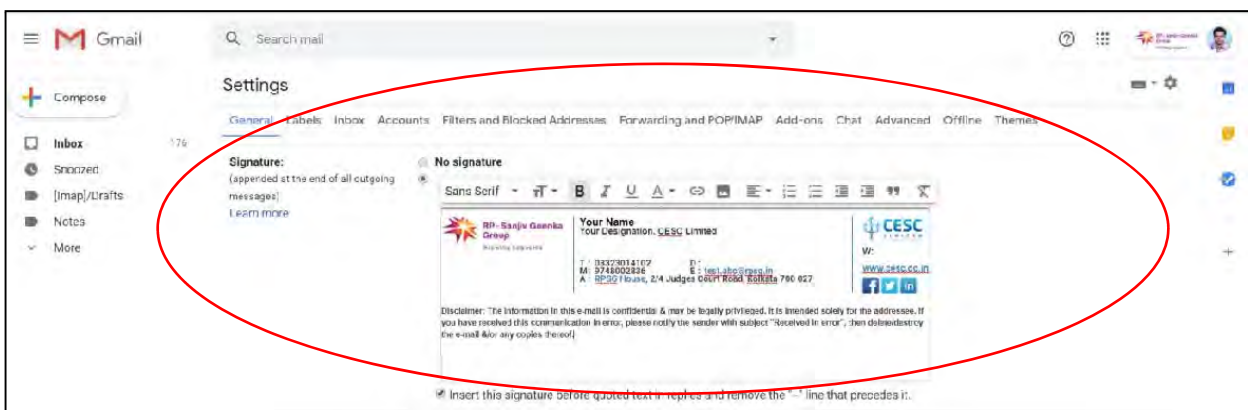
1. Click on the settings button on your Gmail



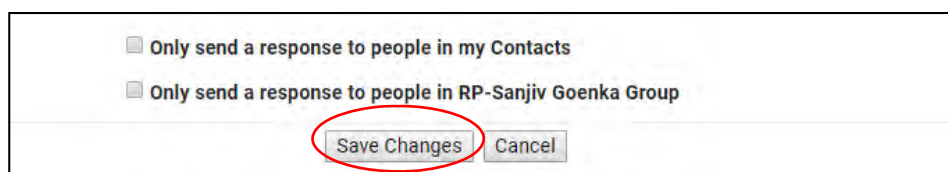
2. Click on the General tab in the Settings page. Scroll down to the signature segment



3. Paste the previously copied signature



4. Scroll down to click the Save Changes button



Your signature should now automatically appear when you compose a new email, and reply or forward in Gmail!