# Email Signature for HCL employees:

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Please follow these steps to update your email signature:

1. Change the content of the document below as per your details and copy the contents.
2. Select all the elements of the signature from this document, right-click and choose *Copy*
3. In outlook, click on the ‘*new email*’ button to open a blank email draft window
4. Select *Signature > Signatures* from the Message menu.
5. Choose *New* and type a name for your signature. For example: Business, Official, Personal.
6. In the ‘*Edit signature*’ field, right-click and select *Paste*.   
   *Your signature is now displayed in the field.*
7. Choose *OK* to save your new signature.
8. All future messages will have this signature added automatically. To add signature manually, select *Signature* from the Message menu and pick the signature you just created.

# Note: Conformity to the Color of text, Font face, Font size and Font style is mandatory as per the HCL Brand guidelines. Please use the attached template without any change in size or distortion in the HCL logo

For any help please get in touch with your IT help desk or contact us at **HCLTbrand@hcl.com**

# Name

Designation -Team

# HCL Technologies Ltd.

Address line 1

Address line 2

Tel: XXXXXXX Extn: (xxxx) (**Optional**)

Mob: +91-98XX XX XXXX (**Optional**)

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**HCL logo endplate

Description automatically generated**