Email Signature Templates

It is mandatory that you apply the email signature as outlined. Do not create and apply your own email signature with unauthorized text or graphics, or lessen the presence of Trellix within the email signatures below in any way.

How to apply Email Signature:

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| --- | --- | --- |
| 1 |  | With Outlook open on your Desktop, navigate to the menu bar and select Outlook>Preferences… |
| 2 | Graphical user interface, application, Teams  Description automatically generated | From the Outlook Preferences menu, find and select “Signatures” |
| 3 | Graphical user interface, application  Description automatically generated | The Signatures menu will open. Find the Plus (+) sign on the lower left sie of the Signature Names window. |
| 4 | Graphical user interface, text, application, email  Description automatically generated | Copy your desired email signature (which you can find below in this word document) and paste into the window that pops up in Outlook. In this window, you can now edit your personal details within the email signature template and add “Trellix” as your signature name.  *\* For dark mode users, please use one of the dark mode signature options below.* |
| 5 | Graphical user interface, application, Word  Description automatically generated | Lastly, set the “Trellix” signature as your default by clicking and selecting it from the drop-down menus to the right of “New messages” and “Replies/forwards” |

Horizontal Banner

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| Logo  Description automatically generated with low confidenceWe bring security to life. | **Shape, icon  Description automatically generated with medium confidence Employee Name**  Employee Title  Employee Email Address  #XXX.XXX.XXXX |
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Vertical Banner

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| --- |
| **Shape, icon  Description automatically generated with medium confidence Employee Name**  Employee Title  Employee Email Address  #XXX.XXX.XXXX |
| Logo  Description automatically generated with low confidence We bring security to life. |
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Horizontal Banner (Dark Mode)

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| We bring security to life. | **Shape, icon  Description automatically generated with medium confidence Employee Name**  Employee Title  Employee Email Address  #XXX.XXX.XXXX |
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Vertical Banner (Dark Mode)

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| --- |
| **Shape, icon  Description automatically generated with medium confidence Employee Name**  Employee Title  Employee Email Address  #XXX.XXX.XXXX |
| We bring security to life. |
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