

How to Generate and Apply New Mermaid Email Signature

1. Open the Email Signature Generator Self-Service page in the following link:
<https://mermaid-group.github.io/emailSignatureGenerator/index.html>

The screenshot shows a web browser window with the URL <https://mermaid-group.github.io/emailSignatureGenerator/index.html>. The page title is "Mermaid Group - Email Signature Generator".

Introduction
This web page has been provided for Mermaid staff to create standardized email footer.
Please refer to the How-To [video](#) or How-To [document](#), and proceed to generate and apply your personalized email footer

Are you on ZMOS contract?
☐ Yes, I'm on contract with ZMOS (Zamil)
☒ No

Full name

Job Title

Department
Select from the list OR manually type it if not available from the list provided

Mobile Number(s) [Optional]
If you have multiple numbers, use semicolon ';' as separator e.g. UAE: +971-12-3456789 ; Thailand: +6681-987-6543

Telephone Number(s)
If you have multiple numbers, use semicolon ';' as separator e.g. UAE: +971-12-3456789 ; Thailand: +6681-987-6543

Email Address

Entity/Brand
Most of us are under 'Mermaid Subsea Services', except those in the Head Office or on ZMOS contract

Generate E-Signature

Below the form is a large empty rectangular box for the generated signature.

2. Enter your detail:
 - 2.1. Are you on ZMOS contract?
Description: This will affect how we display the company logo(s). If you are not on contract with ZMOS please ensure that 'No' is selected as the answer.
 - 2.2. Full name
 - 2.3. Job Title

2.4. Department

Description: For the sake of consistency across the group/teams, please see first if you can pick the department from the options provided in the list. If your department does not appear in the list, then you may choose to enter your department name manually.

2.5. Mobile number

Description: This field is optional.

2.6. Telephone number

2.7. Email address

2.8. Entity/Brand

Description: In most cases, you are under 'Mermaid Subsea Services' brand.

For those in the Head Office, 'Mermaid Maritime Plc.' is for you.

For those who are on ZMOS contract, you will be assigned to 'Mermaid Subsea Services; Zamil Mermaid Offshore Company'

3. Ensure that all the details are accurate, then click at the **Generate E-Signature** button, your E-Signature will be generated and shown in the box right below the button.

Full name

Kacharuk Marukpitak

Job Title

Corporate Strategy Manager

Department

Select from the list OR manually type it if not available from the list provided

COO Office

Mobile Number(s) [Optional]

If you have multiple numbers, use semicolon ';' as separator e.g. UAE: +971-12-3456789 ; Thailand: +6681-987-6543

+111333222

Telephone Number(s)

If you have multiple numbers, use semicolon ';' as separator e.g. UAE: +971-12-3456789 ; Thailand: +6681-987-6543

+555222111

Email Address


km@mermaid-group.com

Entity/Brand

Most of us are under 'Mermaid Subsea Services', except those in the Head Office or on ZMOS contract

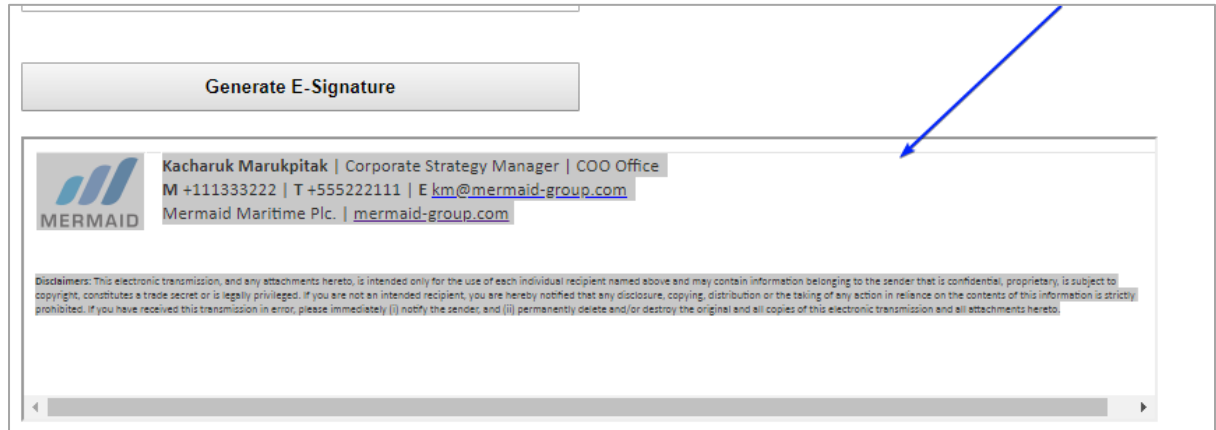
Mermaid Maritime Plc.

Generate E-Signature

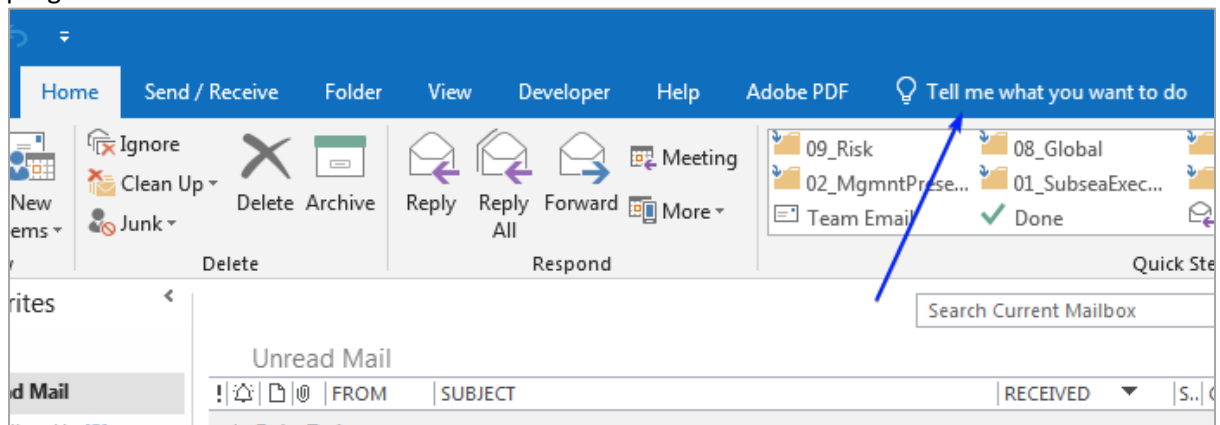
**Kacharuk Marukpitak** | Corporate Strategy Manager | COO Office
M +111333222 | T +555222111 | E km@mermaid-group.com
Mermaid Maritime Plc. | mermaid-group.com

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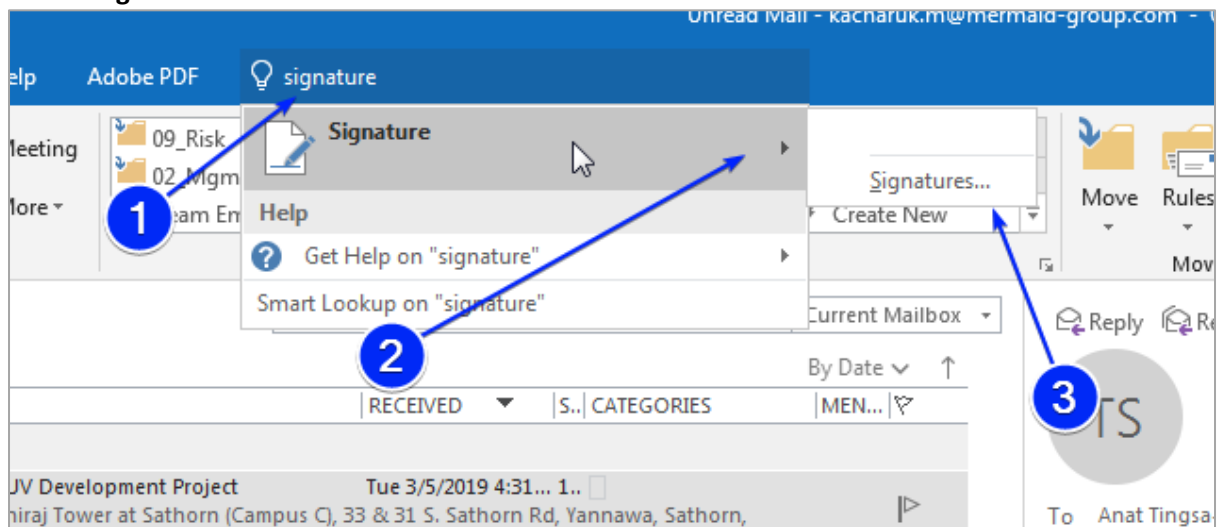
4. Select all the generated contents and press **Ctrl+C** to copy them.



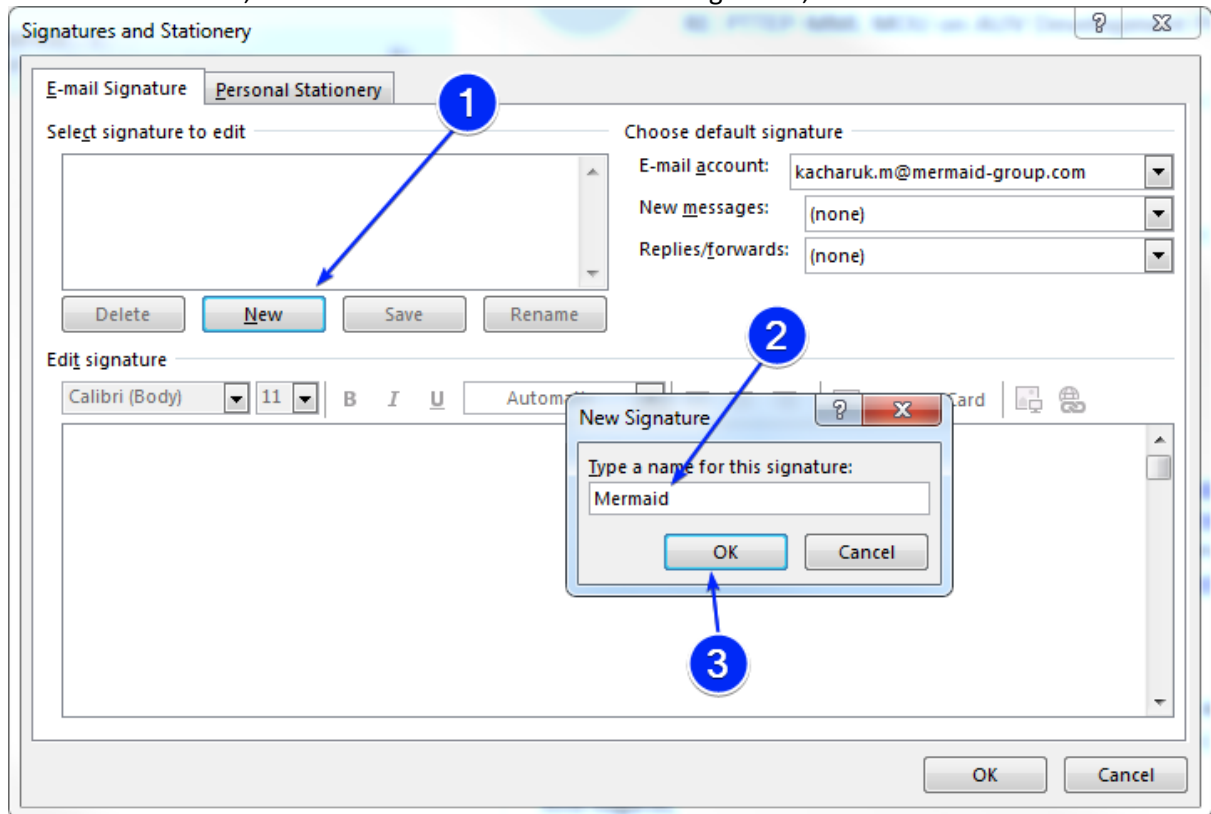
5. Open your Outlook program, and click at the 'Tell me what you want to do' box at the top of the program's screen.



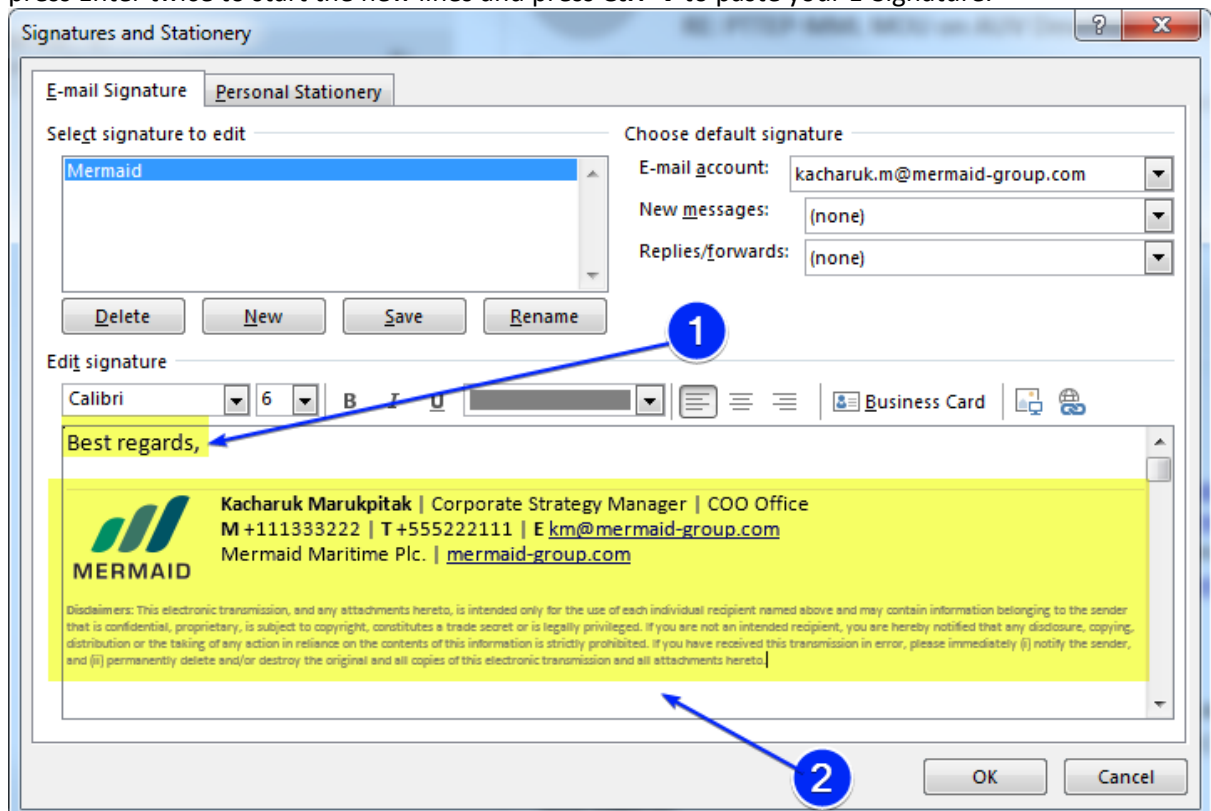
6. Type the word 'signature' into the box, then click at **Signature** to expand the submenu item, and click at **Signatures...**



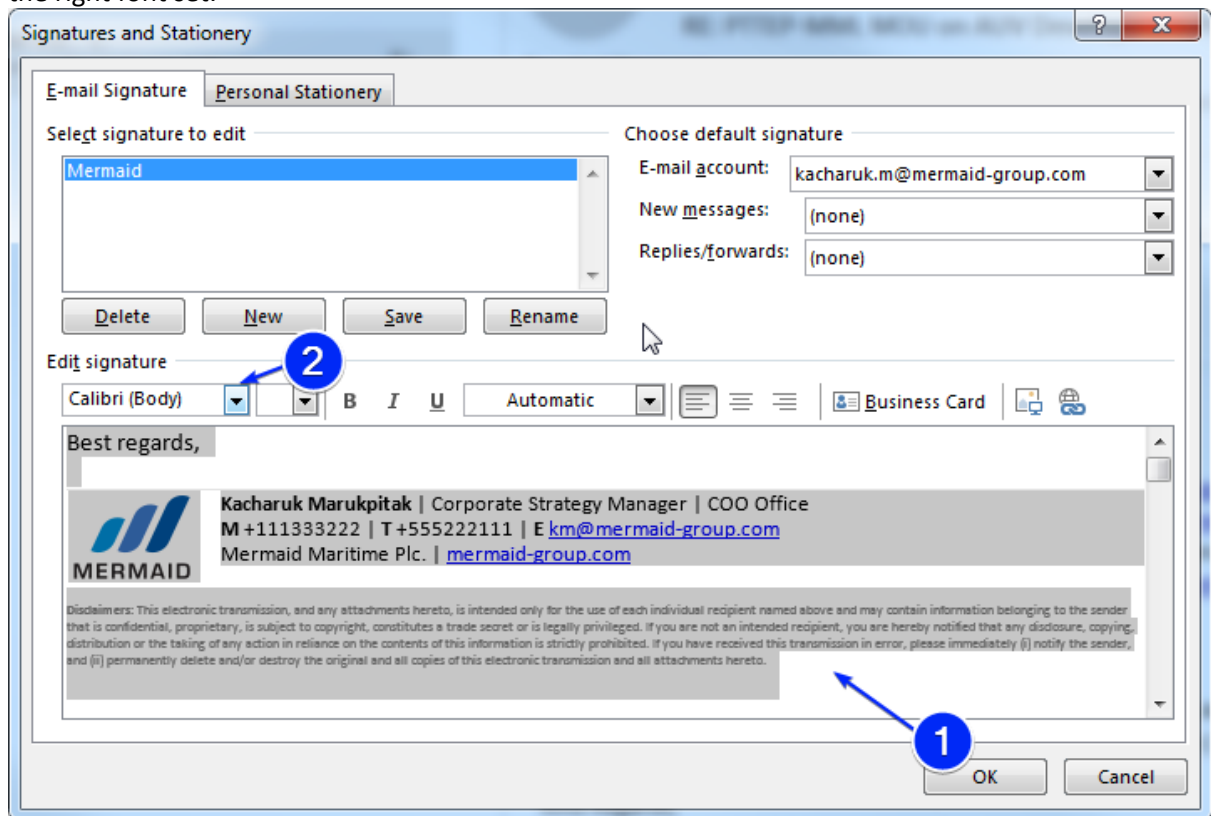
7. Click at **New** button, enter 'Mermaid' as the name of the signature, then click **OK**



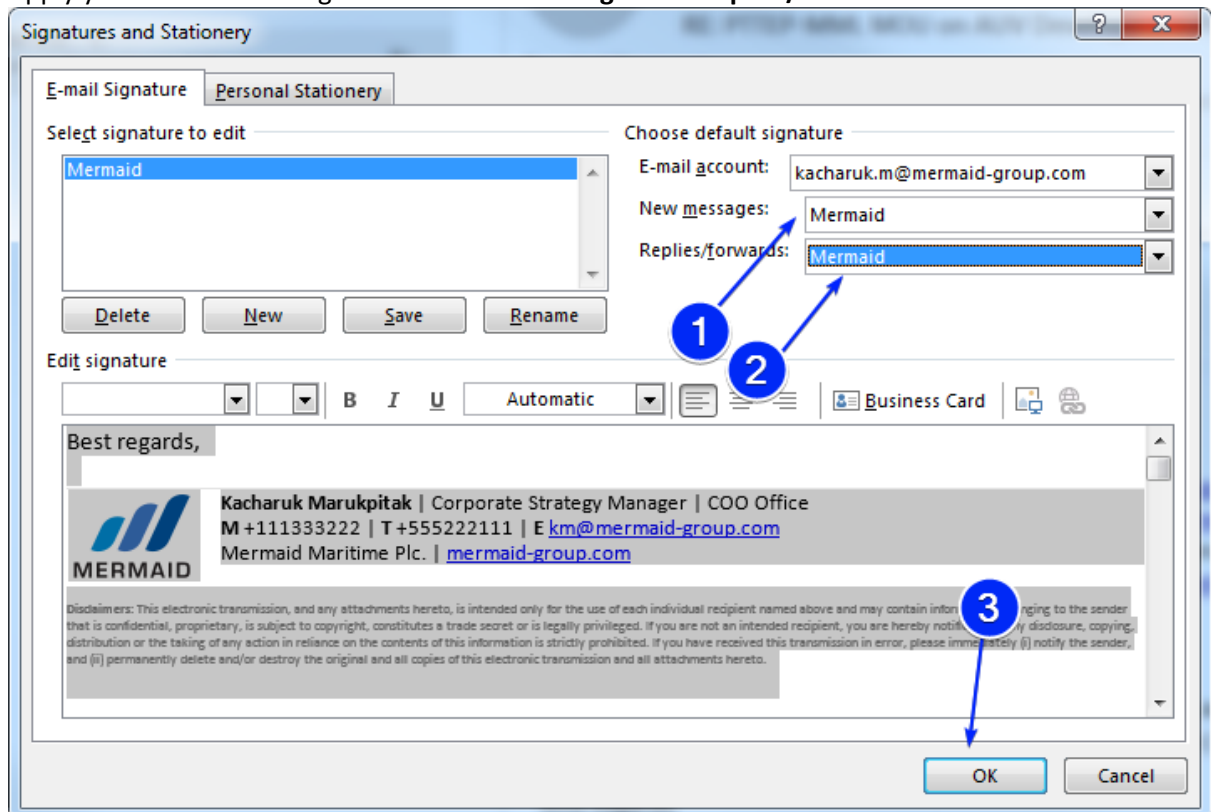
8. In the **Edit signature** field, enter your email ending message if needed (e.g. Best regards,), then press Enter twice to start the new lines and press **Ctrl+V** to paste your E-Signature.



9. Use your mouse to highlight all the contents, and set to 'Calibri' font again to ensure you have the right font set.



10. Apply your 'Mermaid' E-Signature for New Messages and Replies/forwards: then click OK



11. In Outlook program, click at **New Email** to start a composer for new email, at this stage your 'Mermaid' E-Signature should be automatically populated as email footer.

