How To Apply The 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

2. Enter your detail:

   a. Are you on ZMOS contract?
      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.

   b. Full name

   c. Job Title

   d. Department
      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.

   e. Mobile number
      This field is optional. We respect your privacy!

   f. Telephone number

   g. Email address

   h. Entity/Brand
      In most of the 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.

4. Select all the generated contents and press **Ctrl+C** to copy them.
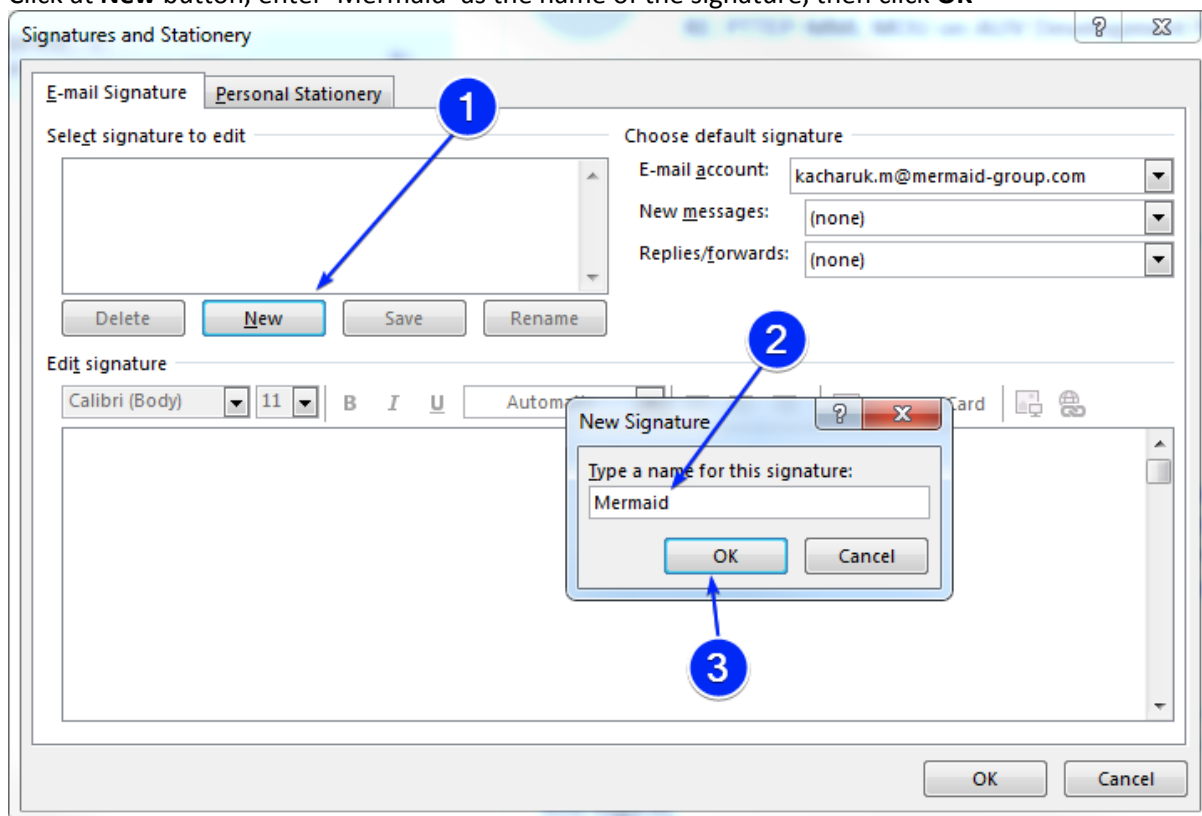
5. Open your Outlook program, and click at the 'Tell me what you want to do' box at the top of the program's screen.
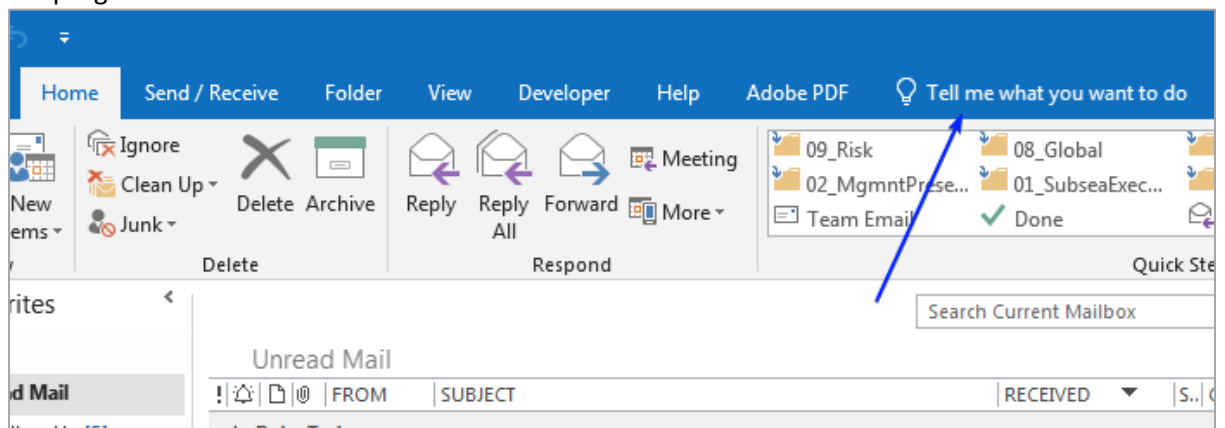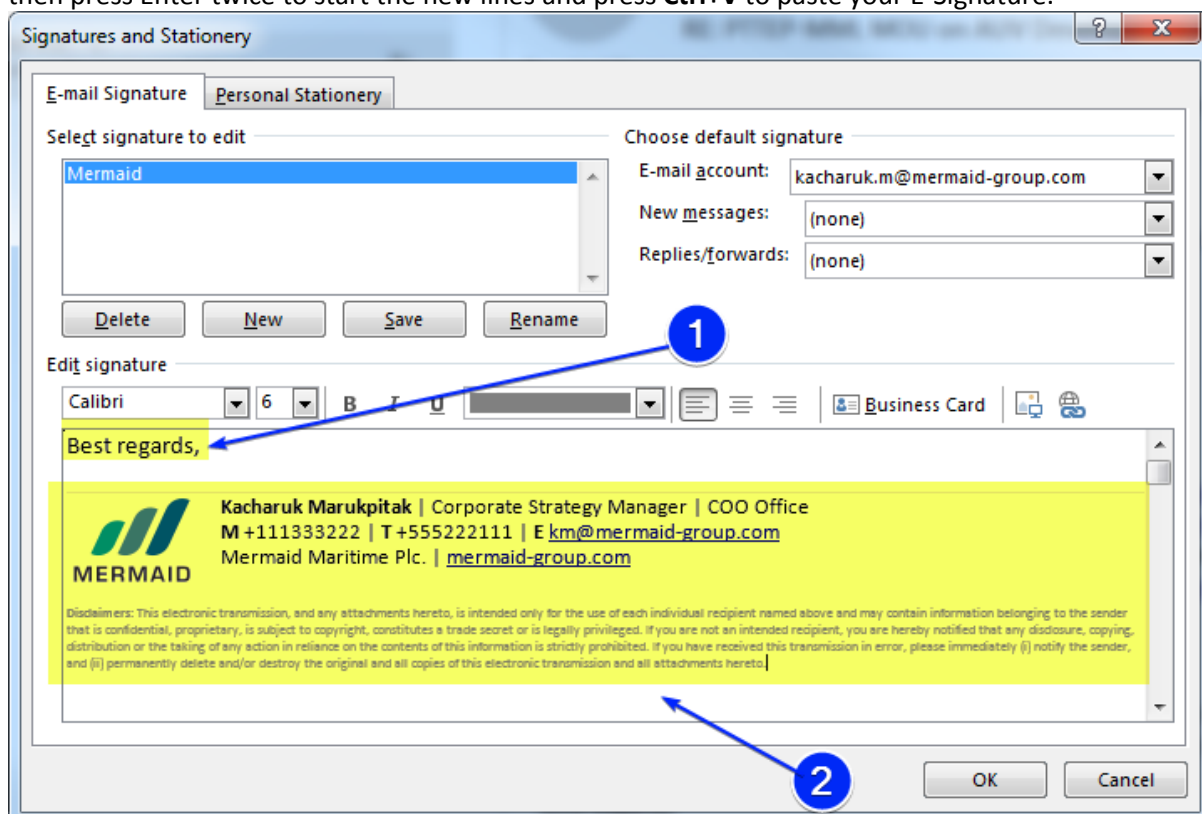

6. Type the word 'signature' into the box, then click at **Signature** to expand the submenu item, and click at **Signatures…**
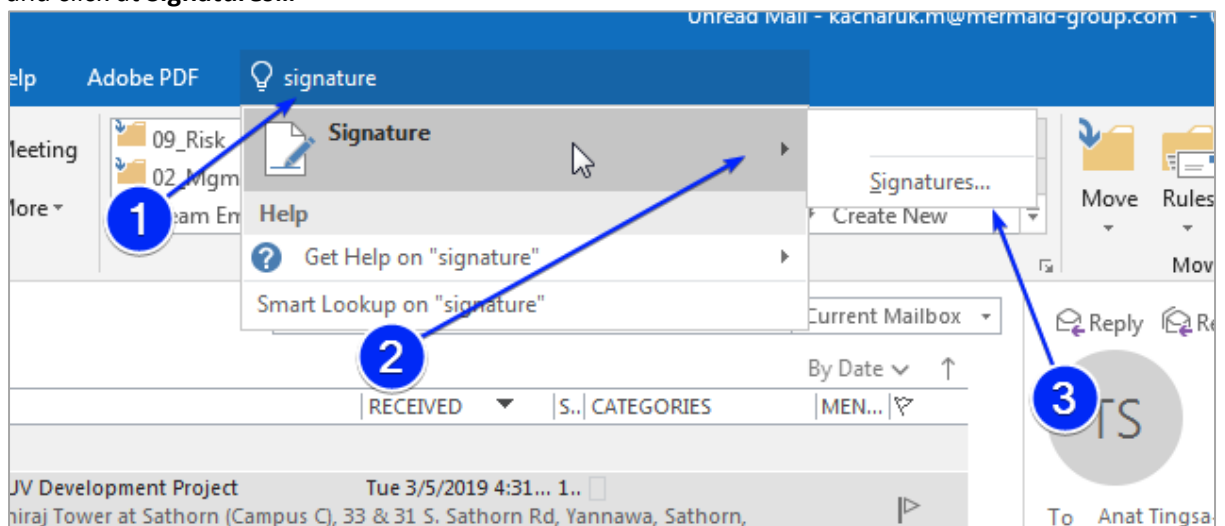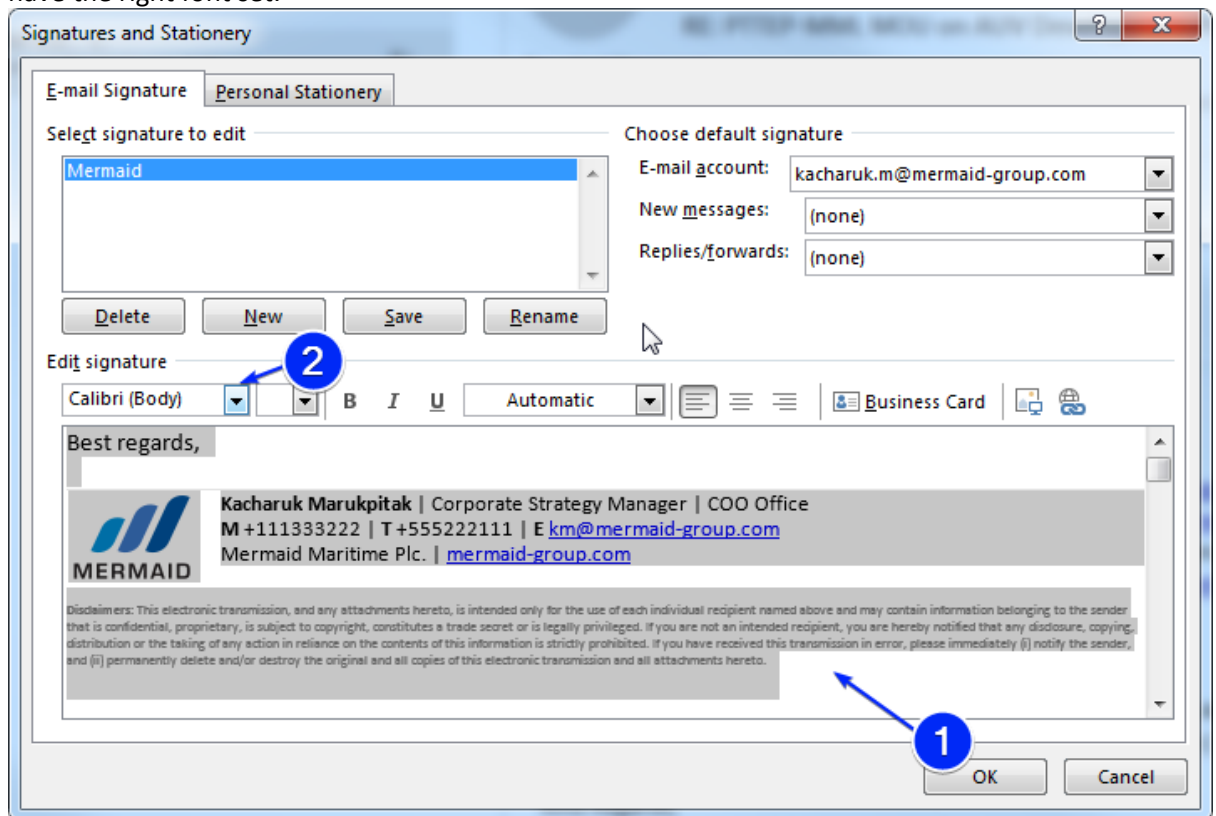
7. Click at **New** button, enter 'Mermaid' as the name of the signature, then click **OK**

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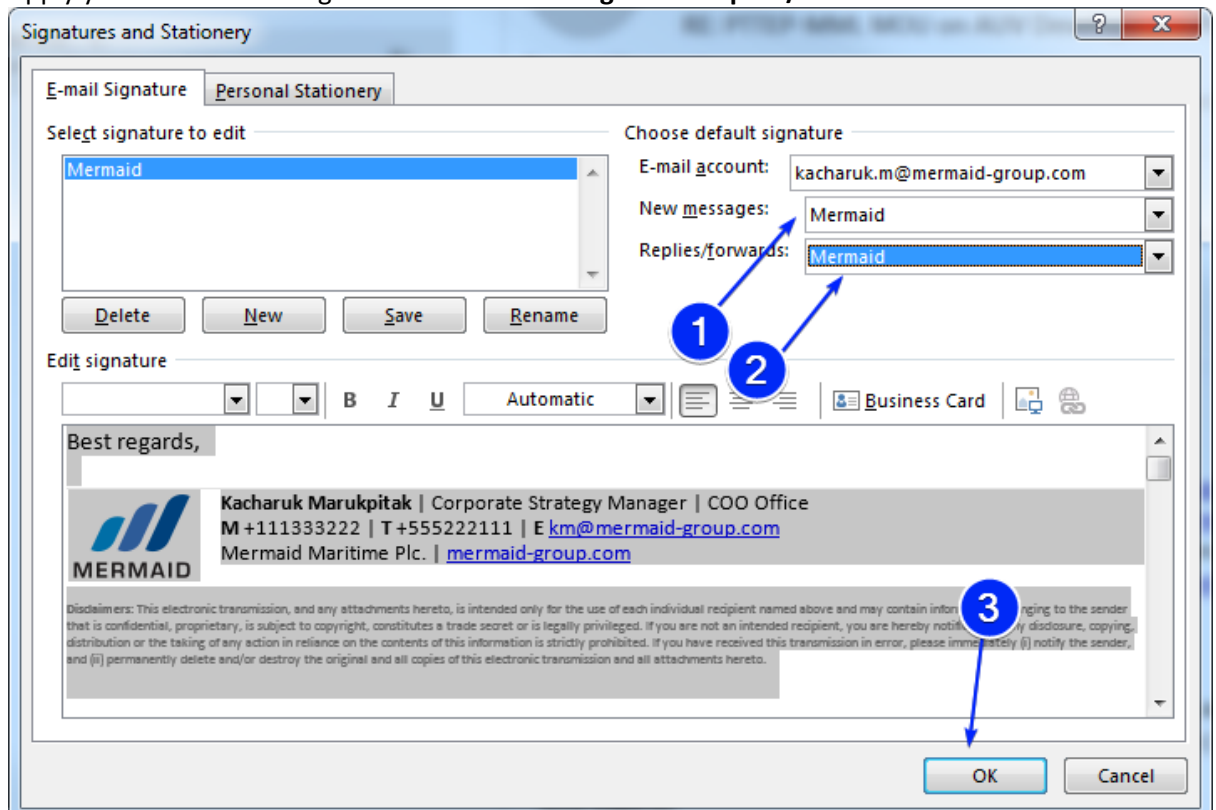
11. In Outlook program, click at **New Email** to start a composer for new email, at this stage your 'Mermaid' E-Signature should be automatically populated as email footer.