**Creating personalised email signature**

Note:

1. Use the below template to customize your email signature
2. Follow the guidelines in the next page to set it as your default signature for new emails.
3. Social media icons will route to Zensar company pages; however, LinkedIn icon can be hyperlinked to your personal profile.
4. Copy paste the entire table and paste in your outlook email. Don’t forget to set it as your default signature by adding it in the “Signature” tab of Outlook email.

|  |  |
| --- | --- |
|  | First & Last name (font size 16 bold)  Designation (font size 11)  +91-0000000000 I someone@zensar.com  Zensar Technologies, City, Country (font size 10) |
| Logo  Description automatically generated |

**Simple steps to create your personalised email signature:**

1. Select the entire signature by selecting the square box on the top left of the table

Graphical user interface, application

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1. Once selected, click the same box and click copy.

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1. Open Outlook and create a new email.

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1. Press enter twice, and then paste the table in the mail body (ctrl/cmd + V)

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1. Click inside the table to activate the “Layout” tab in the top menu bar and then click the “View Gridlines” option on the top-left corner. You will see the signature is now inside the table.

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1. Now you can carefully start editing the signature:
   1. Edit your name, designation, mobile number, email-id and address.
   2. Edit the address with only your city and country. Ensure that the complete address is in one line.
   3. Please note that the font should be Arial and the font sizes should be as mentioned in brackets
   4. You can use the table gridlines on the right to adjust the width of the column (only in case of lengthy name, etc.). Ensure it doesn’t change the format of the signature itself

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1. Add this signature as your default under the “Signature” tab in tip menu bar.
2. For MAC:

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b. For Windows:

Graphical user interface, text, application

Description automatically generated

1. Add a new signature.
2. For MAC: This will open a new window, where you can “+” add new and paste the copied signature. Save it once done.

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1. For Windows: This will open a new window, where you can create a “New” signature and paste the copied signature. Save it once done.

Graphical user interface, text, application

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Once completed, all your new emails will have the brand-new signature as default.