**Email Signature for employees**

Hello there!

The HCL brand is an integral part of our shared identity and symbolizes how people identify us and our organization. The first brand impression typically emerges from our official emails and, therefore, maintaining brand consistency across this medium that we use for maximum and regular communication is key. While the content of our emails will always be the king, maintaining brand guidelines in our signature communicates a unified image while delivering a lasting impression.

Help us make the HCL brand strong and consistent by following these simple steps:

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 Branding guidelines. Please use the template without any change in size**

**or distortion in the HCL logo. Any signature format used apart from the below stated one is incorrect.**

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

 **Name**

Designation -Team

**HCL Technologies Ltd.**

Address line 1

Address line 2

Address line 3

Address line 4 **(Optional)**

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

Direct: +91-XX- XXXXXXXX **(Optional)**

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

www.hcltech.com **(Optional)**

[**www.hcl.com**](http://www.hcl.com) ****