Email Signature for HCL employees:

Hello there!

The HCL brand is probably the single most valuable asset we own. It not only symbolizes what we are, but what we should mean to our peer level both internal and external. It also directly impacts our business and consequently our valuation both financial and perceptual. A consistent visual identity is integral to developing HCL across all its touch points. There should be total discipline and adherence to the way we handle the HCL brand. Hence, the Brand Guidelines covers email signatures as one of the touch points of HCL Brand

The social media icons should be hyperlinked to the individual entity's handles. By default, the icons are hyperlinked to HCL Enterprise's handles.

They say *"A strong brand is the one which is consistent."*

This is your chance to contribute to make the HCL brand strong and consistent.
All you have to do is follow *Three Easy Steps*:

1. Change the content of the document below as per your details and copy the contents.

2. We need to go *Main Outlook Window >Tools > Options > Mail format….Signatures > Create Signature…..New > Next >* In *Edit Signature* Window please choose *Advance Edit >Yes* which will bring MS-word.

3. In MS- Word paste the sign from changed sample template (the text which you just edited and copied in step 1) and save > close. Now Say **OK** to all dialog boxes which are there in outlook express

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 attached template without any change in size or distortion in the HCL logo

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.
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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