

# HPS Begumpet

## Email Signature – Setup Guide

### Step-by-Step Instructions

1. Go to the [HPS Email Signature](#).
2. Choose the correct version based on whether you have a **permanent landline extension** and click “**Copy Signature.**”
3. Open **Gmail Settings**:
  - Open **Gmail**
  - Click the **Settings icon** in the top right
  - Click “**See all settings**”
4. Scroll to the **Signature** section.
5. Click “**Create new**” and name the signature (for example: *HPS Begumpet Signature*).
6. **Paste the copied signature template** into the signature editor.
7. Update the following details:
  - **Full Name**
  - **Designation**
  - **Email ID**
8. Under **Signature Defaults**, select this signature for:
  - **New emails**
  - **Replies/forwards**
9. Scroll down and click “**Save Changes.**”

## **Do's**

1. **Double-check all personal details** before saving.
2. **Use the exact formatting and layout** provided in the template.
3. **Send yourself a test email** to ensure the signature appears correctly.

## **Don'ts**

1. **Do not add emojis, quotes, or unapproved elements.**
2. **Do not change fonts, colors, layout, or sizes**, and avoid spelling or grammar mistakes.
3. **Do not change the official HPS Begumpet telephone number.**
4. **Do not use ALL CAPS** or unofficial or lengthy titles.
5. **Do not leave placeholder text** (e.g., "Your Name").
6. **Do not link icons to personal social media accounts.**

**For any support, please contact:  
helpdesk@hpsbegumpet.org.in**