

Email Signature – Setup Guide

Step-by-Step Instructions

1. Go to the HPS Begumpet [Brand Docket](#).
2. Choose the correct version based on whether you have a **permanent landline extension**. Click “**Copy Signature**.”
3. Open **Outlook Email Signature Settings**:
 - **Windows:** Outlook → File → Options → Mail → Signatures
 - **Mac:** Outlook → Preferences → Signatures
 - **Web:** Settings → Mail → Compose and Reply → Email Signature
4. Create a **new signature** and **paste the copied signature template**.
5. Update the following details:
 - **Full Name**
 - **Designation**
 - **Email ID**
6. Set the signature as **default for both new emails and replies/forwards**.
7. **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 verify that 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/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**