

HPS Begumpet

Email Signature – Setup Guide

Step-by-Step Instructions

1. Click on the [Email Signature](#) link.
 - This will open the **official HPS Begumpet Canva template**.
2. In Canva:
 - Open the design
 - **Duplicate the page** (to keep the original template unchanged)
3. Edit your details in the duplicated page:
 - **Name**
 - **Designation**
 - **Email ID**
4. Once updated:
 - Click **Share** → **Download**
 - File type: **PNG**
 - Recommended: **High quality (best resolution)**
5. Save the downloaded signature image to your device.
6. Open **Gmail Settings**:
 - Go to **Gmail**
 - Click the **Settings icon**

- Click **“See all settings”**
7. Scroll to the **Signature** section:
- Click **“Create New”**
8. Insert your signature:
- Click the **Insert Image** icon
 - Upload the downloaded PNG file
 - Adjust size if needed (keep it proportional)
9. Under **Signature Defaults**:
- Set the signature for:
 - **New emails**
 - **Replies/forwards**
10. Scroll down and click **“Save Changes.”**

Do's

1. **Ensure all details are accurate before downloading.**
2. **Use only the official Canva template provided.**
3. **Maintain the original design, alignment, and layout.**
4. **Download in high quality (PNG) for best clarity.**
5. **Send a test email** to check appearance on desktop and mobile.

Don'ts

1. **Do not modify colors, fonts, logo, or layout.**
2. **Do not add emojis, quotes, or additional elements.**
3. **Do not stretch or distort the signature image in Gmail.**
4. **Do not use unofficial titles or ALL CAPS.**
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**