

## **Email Signature Guideline**

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 three simple steps:

1. *Change the content of the document below as per your individual details and copy the content.*
2. Go to Outlook *Main Menu > Tools > Options > Mail Format > Signatures > Create Signature > New > Next > In Edit Signature Window*, please choose *Advance Edit* > Click on 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 click **OK** on 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 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](mailto:brand@hcl.com)

### **Name**

Designation -Team

**HCL Technologies Ltd.**

Address line 1

Address line 2

Address line 3

Address line 4 **(Optional)**

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

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

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

[www.hcltech.com](http://www.hcltech.com) **(Optional)**

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

