**Step 1:** Download this signature template.
**Step 2:** Select all the elements in the signature and click 'Copy'.
**Step 3:** Open Outlook and select 'New Email'.
**Step 4:** Paste the copied signature in the email message body.
**Step 5:** Personalize & save your signature by editing the text and your contact information.

**Pronouns:**

* Please refer to the table below for guidance on pronouns.
* For more info, watch this short video from our colleagues at Capco: [Talking About Gender-Identity Pronouns](https://www.youtube.com/watch?v=2tqcAtOdwQg).
* You may also find this article useful: [A beginner’s guide to pronouns and using pronouns in the workplace](https://www.stonewall.org.uk/workplace-trans-inclusion-hub/beginner%E2%80%99s-guide-pronouns-and-using-pronouns-workplace)*.*

| **Gender** | **You identify as…** | **Personal Pronouns**(copy the relevant group) |
| --- | --- | --- |
| Binary | Male | (he • him)(he • him • his) |
| Female | (she • her)(she • her • hers) |
| Non-binary | They (singular) | (they • them)(they • them • theirs) |

*Note: You can also add your pronouns to your profile on The Dot.*

**To save your signature:**
a. Select all the elements of the signature, right-click and choose 'Copy'
b. Select 'Signature' > Signatures from the Message menu
c. Choose 'New’ and type a name for your signature. For example: Business, Official, Personal etc.
d. In the 'Edit Signature' field, right-click and select 'Paste'. Your signature is now displayed in the field.
e. Choose OK to save your new signature.

*Note: Please do not add any personalized notes/wishes/or additional messages to your official signatures.*

**Static**

**Basic**

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|  | ­­­Shape, circle  Description automatically generated |  |

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| --- |
| **Firstname Lastname** (Your pronouns) |
| Title • Department |
| T: +1.234.567.8900 |

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**Full**

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| --- |
| **Firstname Lastname** (Your pronouns) |
| Title |
| Address Line 1 |
| Address Line 2 |
| T: +1.234.567.8900 |

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**EA**

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| --- |
| **Firstname Lastname** (Your pronouns) |
| EA to VP1 • Department |
| EA to VP2 • Department |
| EA to VP3 • Department |
| T: +1.234.567.8900 |

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**Manager**

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| **Firstname Lastname** (Your pronouns) |
| Title |
| T: +1.234.567.8900 |
| EA: Firstname Lastname • firstname.lastname@wipro.com  |

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**Animated**

**Basic**

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| **Firstname Lastname** (Your pronouns) |
| Title |
| T: +1.234.567.8900 |

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**Full**

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| --- |
| **Firstname Lastname** (Your pronouns) |
| Title |
| Address Line 1 |
| Address Line 2 |
| T: +1.234.567.8900 |

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**EA**

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| --- |
| **Firstname Lastname** (Your pronouns) |
| EA to VP1 • Department |
| EA to VP2 • Department |
| EA to VP3 • Department |
| T: +1.234.567.8900 |

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**Manager**

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|  | ­­­Shape, circle  Description automatically generated |  |

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| --- |
| **Firstname Lastname** (Your pronouns) |
| Title |
| T: +1.234.567.8900 |
| EA: Firstname Lastname • firstname.lastname@wipro.com |

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**Plain text (for mobile)**

**Basic**

Firstname Lastname (Your pronouns)

Title

T: +1.234.567.8900

**Full**

Firstname Lastname (Your pronouns)

Title

Address Line 1

Address Line 2

T: +1.234.567.8900

**EA**

Firstname Lastname (Your pronouns)

EA to VP1 • Department

EA to VP2 • Department

EA to VP3 • Department

T: +1.234.567.8900

**Manager**

Firstname Lastname (Your pronouns)

Title

T: +1.234.567.8900

EA: Firstname Lastname • firstname.lastname@wipro.com