**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**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | |  | ­­­[Shape, circle  Description automatically generated](https://wipro.com/) |  | |  | | --- | | **Firstname Lastname** (Your pronouns) | | Title • Department | | 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](mailto:firstname.lastname@wipro.com) | | |

**Animated**

**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**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | |  | ­­­[Shape, circle  Description automatically generated](https://wipro.com/) |  | |  | | --- | | **Firstname Lastname** (Your pronouns) | | Title | | T: +1.234.567.8900 | | EA: Firstname Lastname • [firstname.lastname@wipro.com](mailto:firstname.lastname@wipro.com) | | |

**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