

- 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.

**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

**Static**

**Basic**



**Firstname Lastname**  
Title • Department  
T: +1.234.567.8900

**Full**



**Firstname Lastname**  
Title  
Address Line 1  
Address Line 2  
T: +1.234.567.8900

**EA**



**Firstname Lastname**  
EA to VP1 • Department  
EA to VP2 • Department  
EA to VP3 • Department  
T: +1.234.567.8900

**Manager**



**Firstname Lastname**  
Title  
T: +1.234.567.8900  
EA: Firstname Lastname • [firstname.lastname@wipro.com](mailto:firstname.lastname@wipro.com)

## Animated

### Basic



**Firstname Lastname**

Title

T: +1.234.567.8900

### Full



**Firstname Lastname**

Title

Address Line 1

Address Line 2

T: +1.234.567.8900

### EA



**Firstname Lastname**

EA to VP1 • Department

EA to VP2 • Department

EA to VP3 • Department

T: +1.234.567.8900

### Manager



**Firstname Lastname**

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  
Title  
T: +1.234.567.8900

**Full**

Firstname Lastname  
Title  
Address Line 1  
Address Line 2  
T: +1.234.567.8900

**EA**

Firstname Lastname  
EA to VP1 • Department  
EA to VP2 • Department  
EA to VP3 • Department  
T: +1.234.567.8900

**Manager**

Firstname Lastname  
Title  
T: +1.234.567.8900  
EA: Firstname Lastname • firstname.lastname@wipro.com