

- **Setting up and Customizing
Email Signatures in HCL Notes:
A Step-by-Step Guide**



Step 1: Download signature files

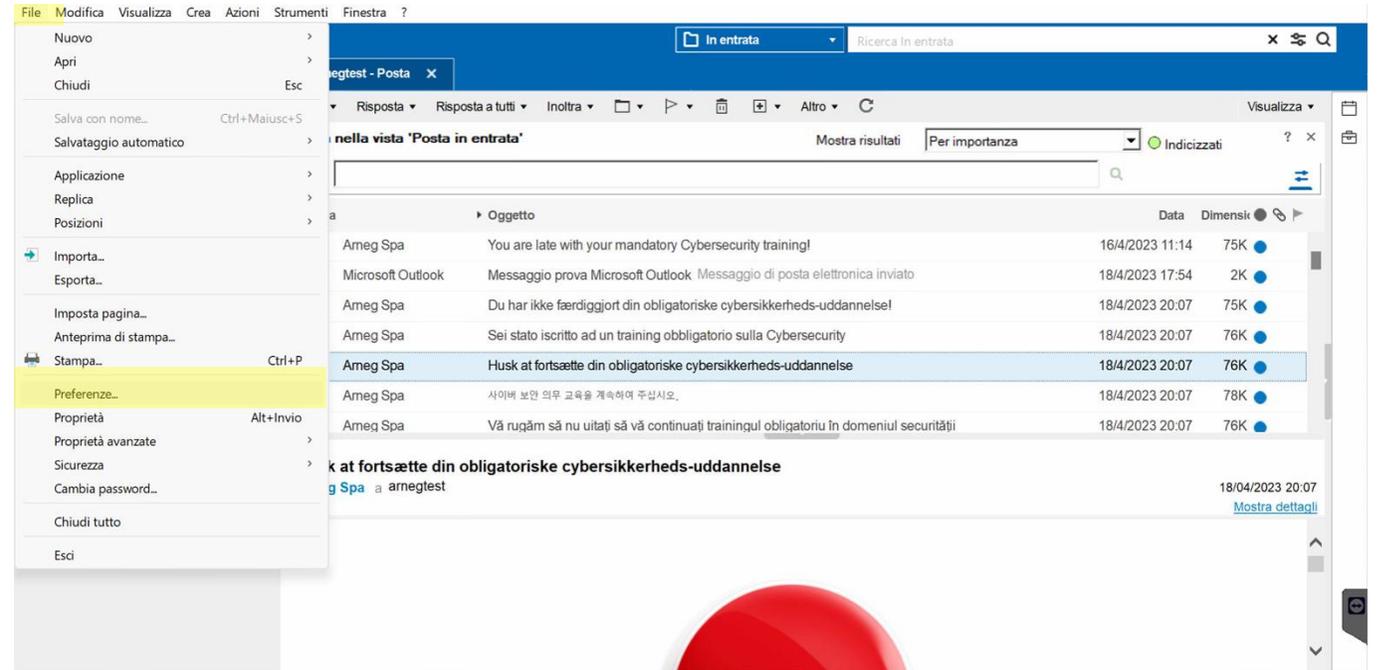
1. Access the Brand Portal ([click here](#)) and download the correct asset from the section Download > Branded material > Email Signature.
2. Once downloaded, unzip the file.

You will need the unzipped file later.



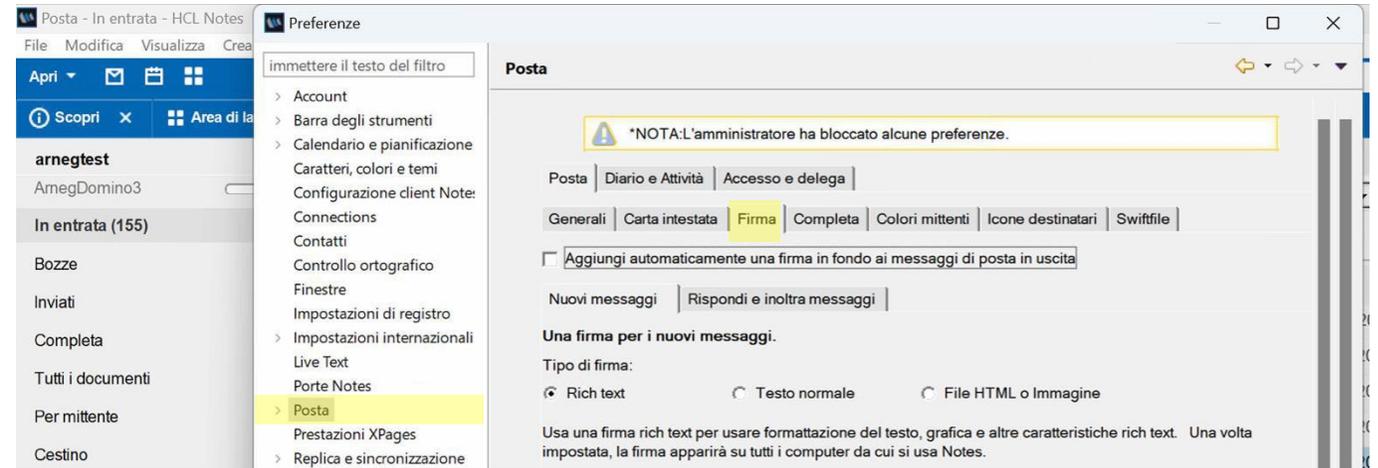
Step 2: Access Your HCL Notes Preferences

1. Open HCL Notes.
2. In the top-left corner, click on **File** > **Preferences**.



Step 3: Navigate to Signature Settings

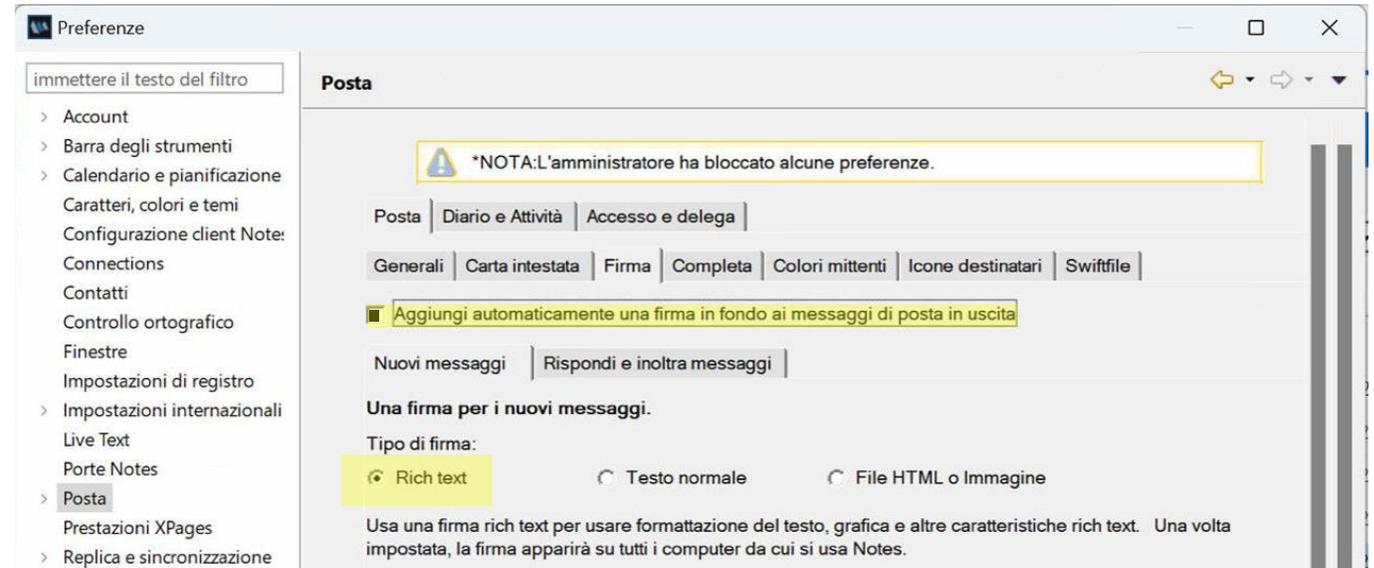
1. In the Preferences window, on the left side, expand the **Mail** section.
2. Select **Signature** from the options.



Step 4: Set Up a Rich Text Signature

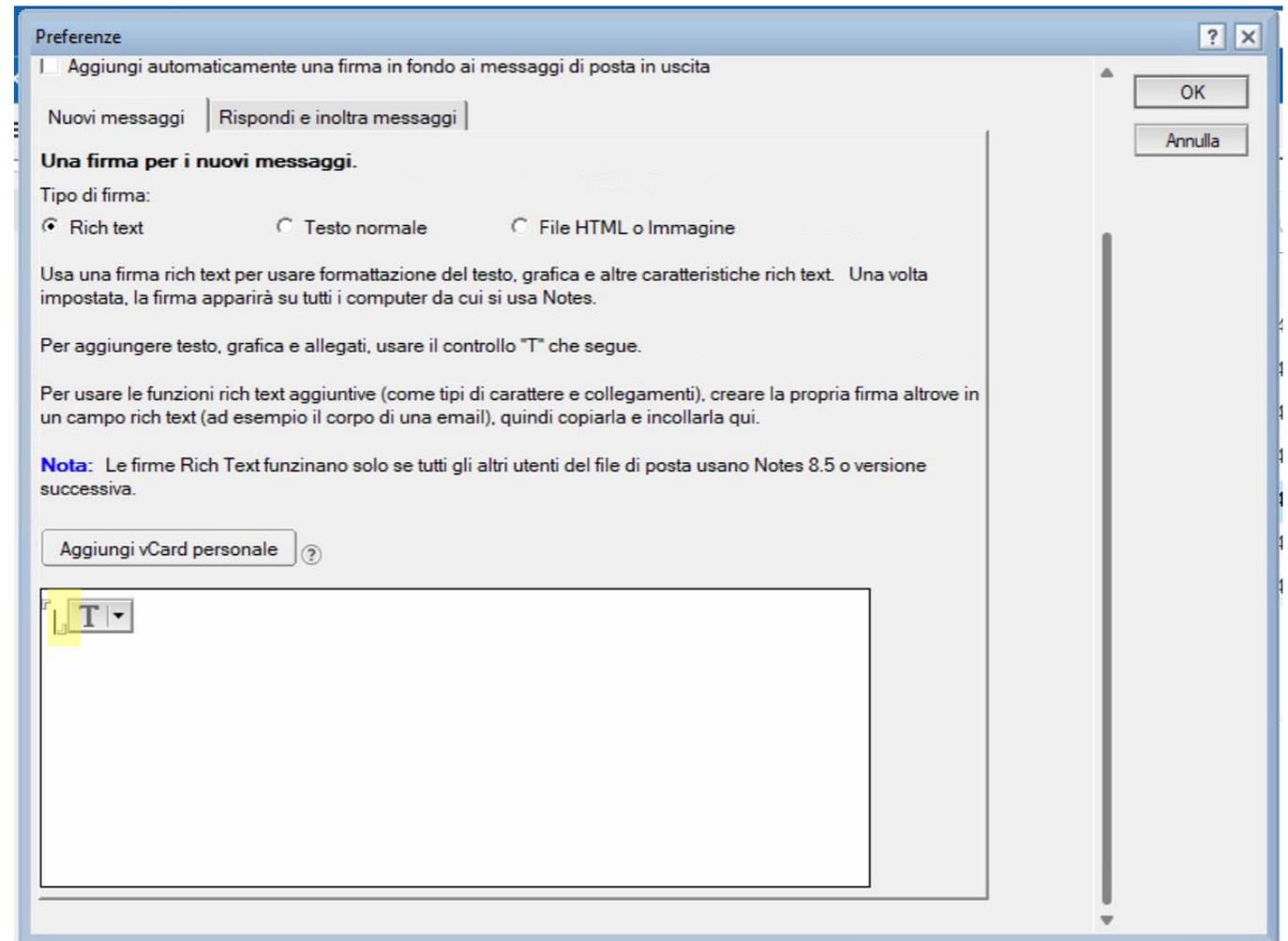
In the Signature settings window:

1. Check the option for **Automatically append a signature to the bottom of my outgoing mail messages.**
2. Choose the option **Rich Text** to enable a rich text signature.



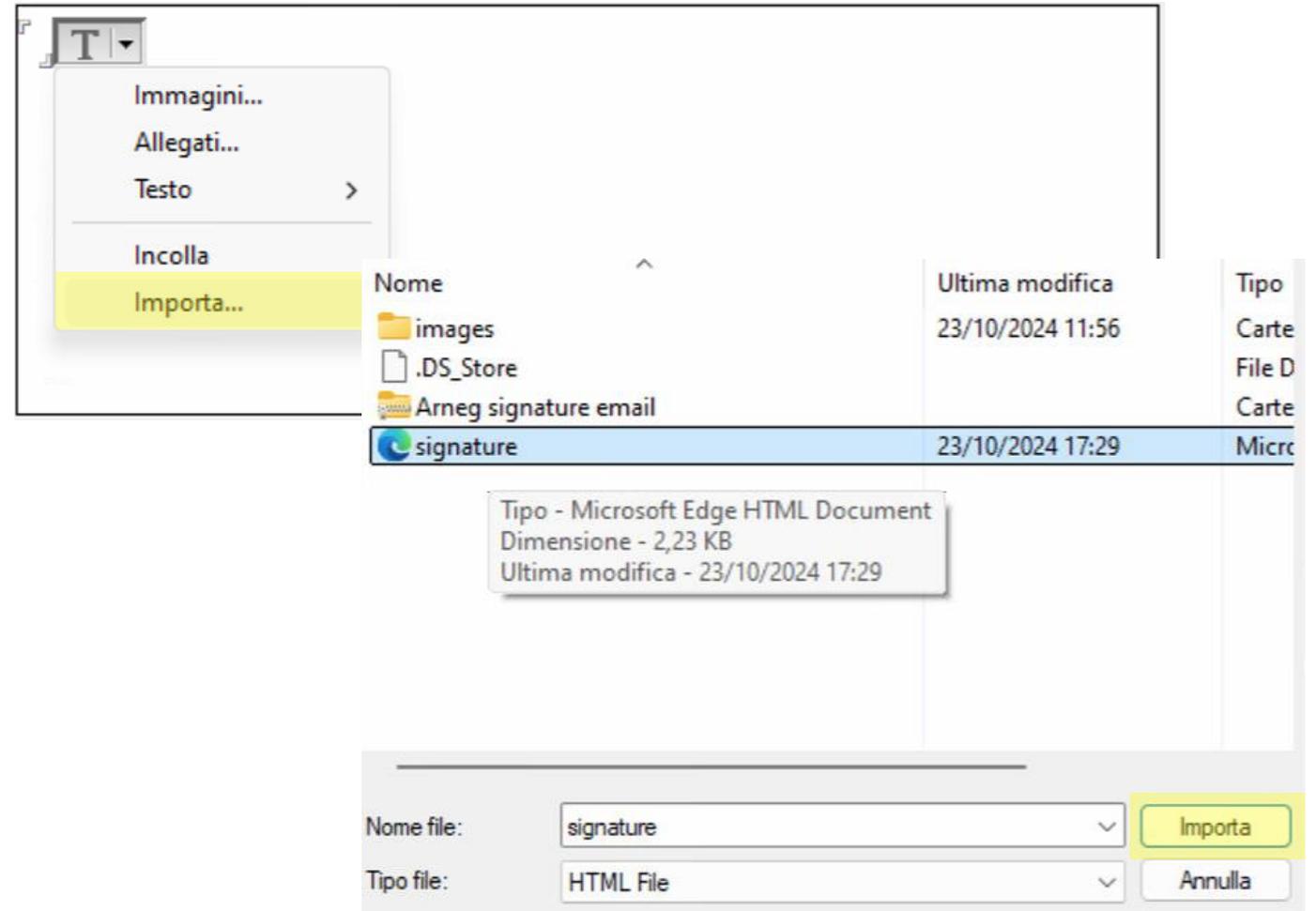
Step 5: Clean the text field

If there is something in the box, select everything and delete it.



Step 6: Import the file

1. Click the **T control** and press **Import**.
2. When you click the **T Control** button, a dialog box will appear allowing you to browse for a file.
3. Navigate to where you saved your **signature.html** file.
4. Select the signature.html file and click **Open** or **Import**.



Default Signature

Name Surname
Role

T: +39 347 1234567
name.surname@arneg.it
www.arneg.com

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Step 7a: Customize the Signature

Now that the HTML signature has been imported, you can modify the placeholders to insert your personal details:

1. **Find the placeholders** for Name Surname and Role.
2. **Replace the placeholder text** with your personal details:
 - Name Surname: Enter your full name.
 - Role: Enter your job title or position.



The screenshot shows a signature editor interface. At the top, there are two yellow highlighted boxes containing the text "Name Surname" and "Role". Below these boxes, the contact information is displayed: "T: +39 347 1234567", "name.surname@arneg.it", and "www.arneg.com". The Arneg logo is prominently featured, consisting of a red circle with "arneg WORLD" inside, followed by a vertical line and the word "arneg" in a red rectangular box. Below the logo, the text "Your Global Partner for Retail Solutions" is displayed. At the bottom left of the editor, there is a small icon of a text box with a "T" and a dropdown arrow.

Step 7b: Phone Number and Email address

Now it is possible to edit the phone number and the email address:

1. **Select both fields and delete them.**
2. In the pop-up window **confirm** the decision to delete them.
3. Write your **phone number** and your **email address**.

Name Surname
Role

T: +39 347 1234567
name.surname@arneg.it
www.arneg.com

 | 

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Step 7c: Customize the website URL

If the website domain is different from **.com** it is important to modify it:

1. Delete **com** and replace it with the correct domain (such as **.it**).

If the website domain is different from **arneg.com** delete everything after **www.** and replace it with the correct domain (such as **intrac.it**).

Make sure the signature is formatted correctly after customization, and that your changes look as intended.

Name Surname
Role

T: +39 347 1234567
name.surname@arneg.it
www.arneg.com

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Your Signature should
look like this

Name Surname
Role

T: +39 347 1234567
name.surname@arneg.it
www.arneg.com

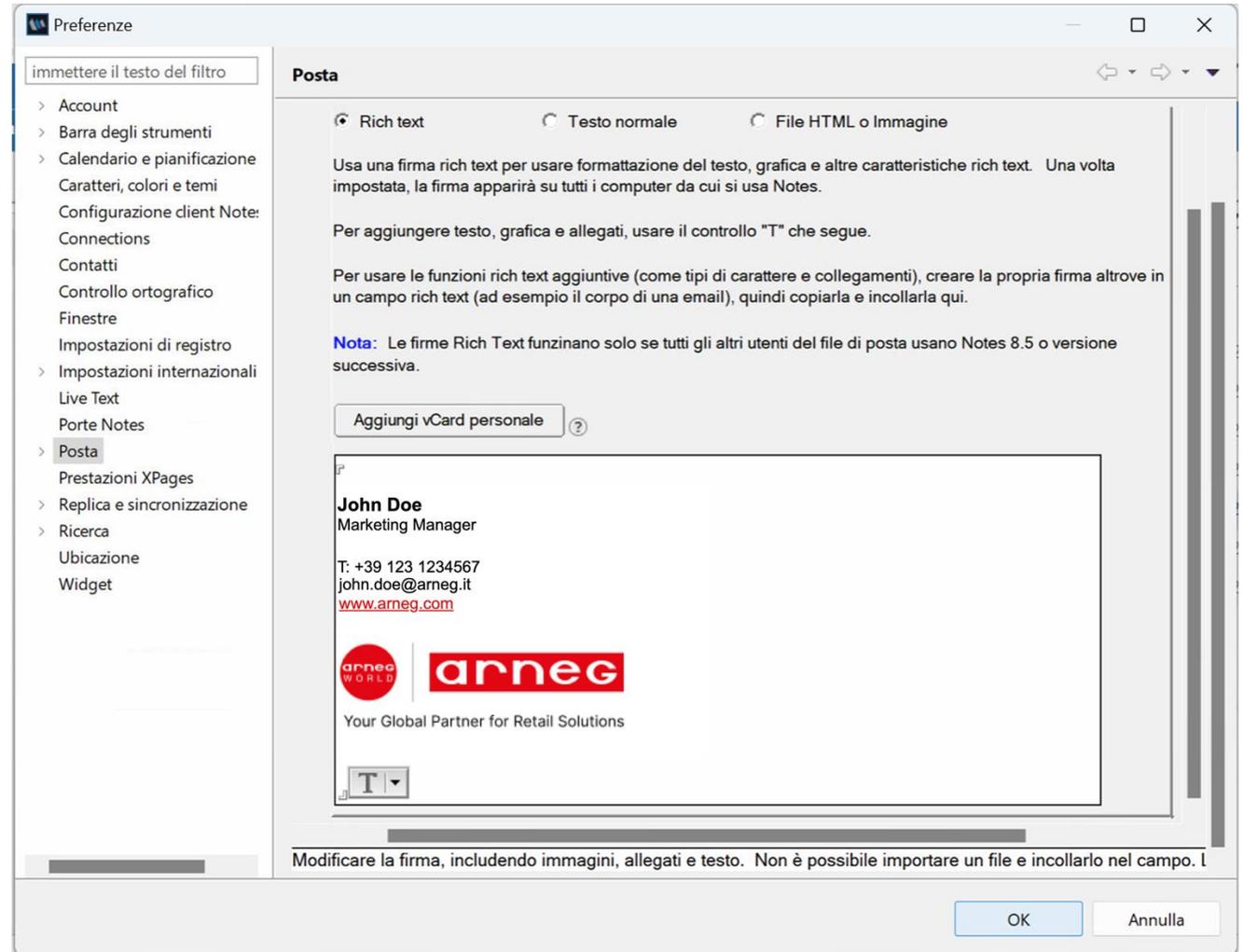
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Step 8: Save Your Signature

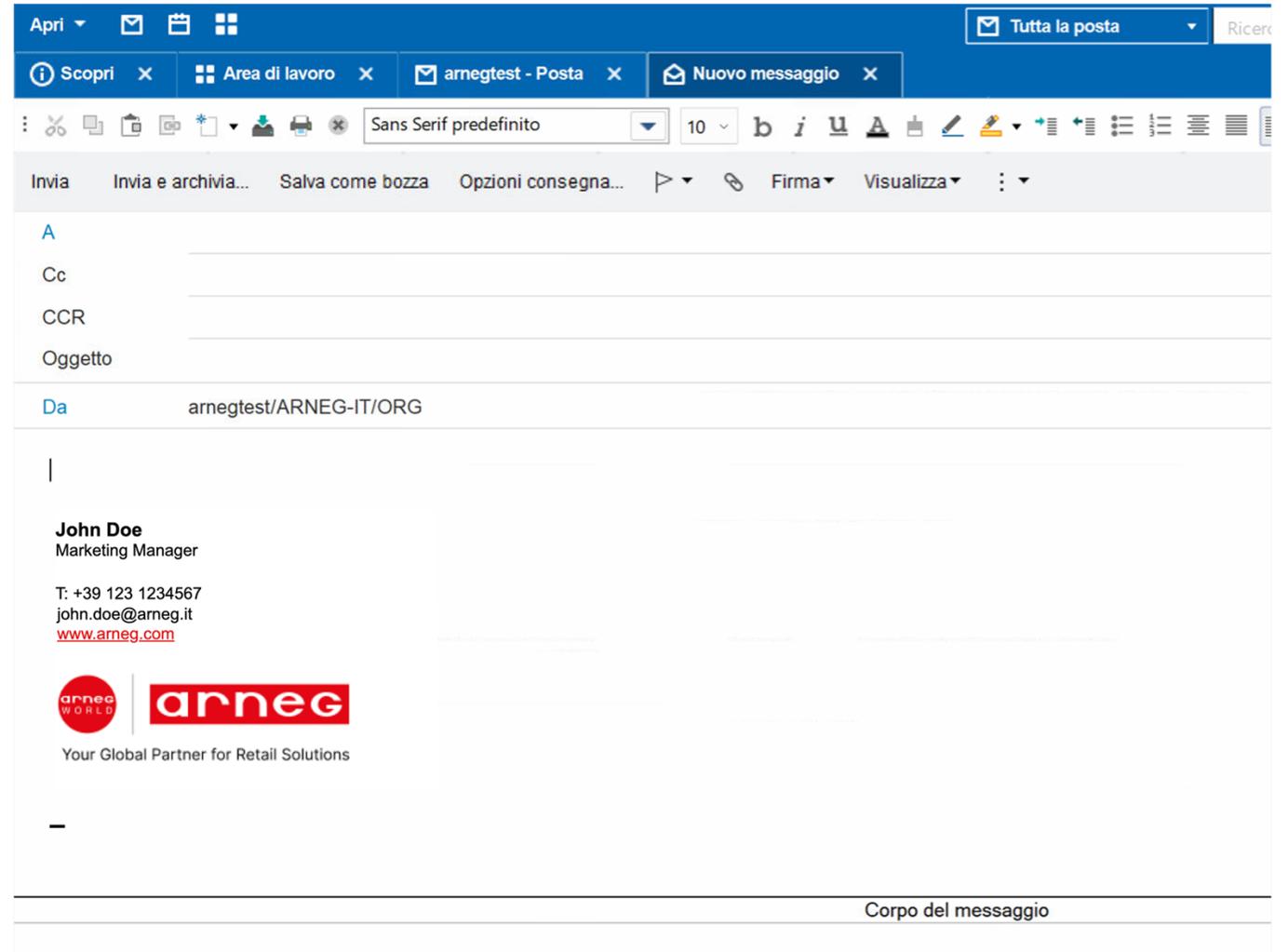
1. After customizing the signature, click **OK** in the Preferences window to save the changes.
2. The imported signature is now set and will automatically append to the bottom of all outgoing emails.



Step 9: Test Your Signature

To ensure the signature has been successfully applied:

1. **Compose a new email** by clicking **New Message**.
2. Check the bottom of the email body to verify that the customized signature appears as expected, with your correct personal details and formatting.





Thank you

