

Email Signature – Setup Guide

Step-by-Step Instructions

1. Go to the [PWS Brand Docket](#)
2. Choose the correct version based on whether you have a permanent landline extension. Click “Copy Signature.”
3. Open Outlook email signature settings
 - a. **Windows:** Outlook > File > Options > Mail > Signatures
 - b. **Mac:** Outlook > Preferences > Signatures
 - c. **Web:** Settings () > Mail > Compose and reply > Email signature
4. Create a new signature and paste the copied signature template
5. Ensure to update  the following: Full Name, Designation, Mobile Number, and Extension (if applicable)
6. Set it as default for both new emails and replies/forwards
7. Save changes

Do's

1. Double-check all personal details before saving
2. Use the exact formatting and layout provided
3. Send yourself a test email to verify appearance

Don'ts

1. Don't add emojis, quotes, or unapproved elements
2. Don't change fonts, colors, layout, sizes, or include any spelling/grammar errors
3. Don't change the main Pathways telephone number
4. Don't use ALL CAPS or unofficial/lengthy titles
5. Don't leave placeholder text (e.g., “Your Name”).
6. Don't use personal social media links for any icons or hyperlinks

For any support, please contact: helpdesk.pws@pathways.in