

CLINIQUE

# E-mail Signature.

# The anatomy of our signature.

The Clinique Email Signature is comprised of two main elements; our C icon logo + text template.

To get setup, copy/ paste the full template into your email signature settings via the link below.

[LINK TO SIGNATURE TEMPLATE](#)

## OUR SIGNATURE PARTS

Signature C Icon



Text template

**John Doe**

Vice President, Global Creative Operations

Clinique Laboratories, LLC.

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New York, NY 10153

+1 234-567-8900



# Installation process.

There are three simple steps in order to install our signature template:

## 01.

**Visit the Sharepoint link on page 02 to access the signature template**

*Pg. 2*

## 02.

**Copy/ paste the signature template into your email signature settings**

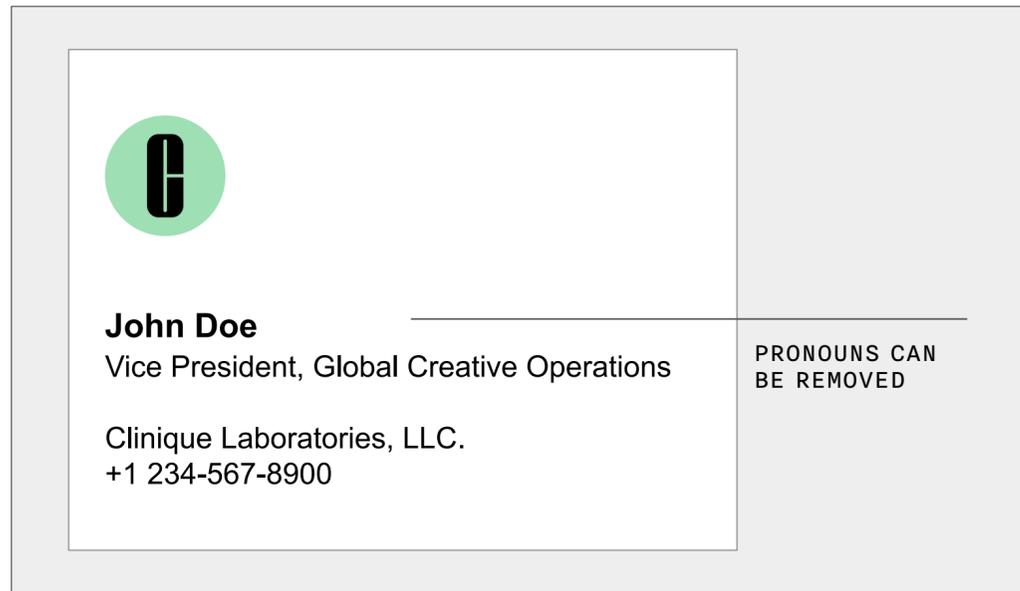
*See guides on Pg. 6-21*

## 03.

**Adjust the template with your information and save**

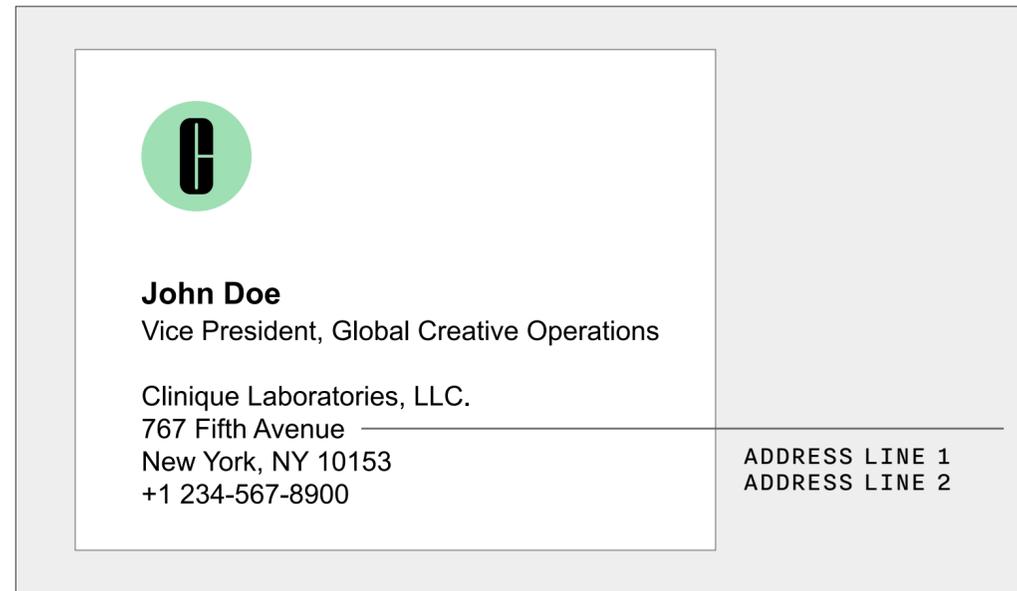
*See permissible edits on Pg. 4-5*

# Permissible edits.



## PRONOUNS

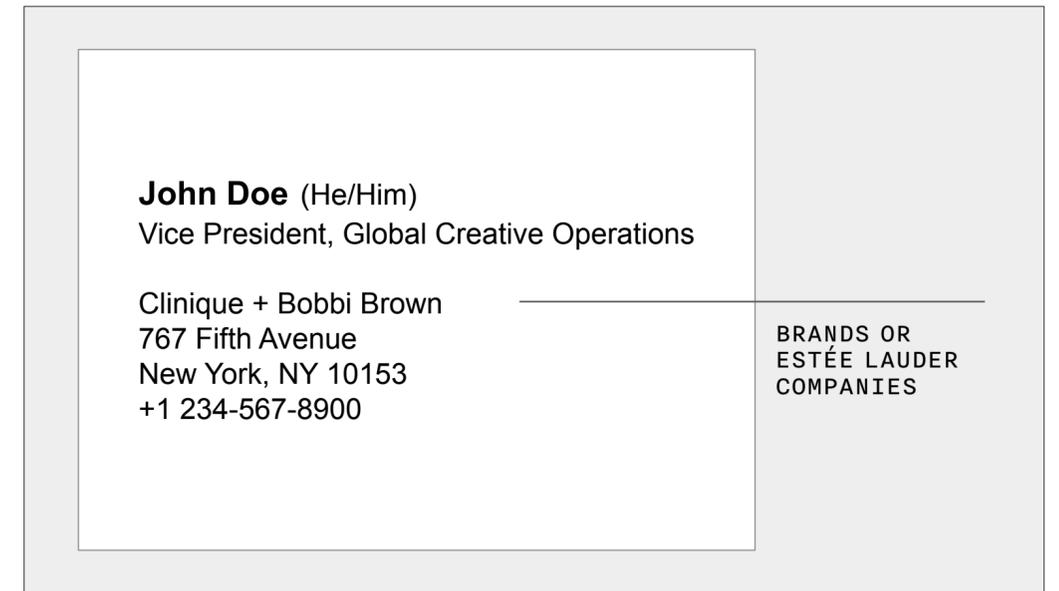
You may optionally remove preferred pronouns.



## ADDRESS

If it is essential for your email contacts and suppliers to have access to your office address, please include.

If you predominately work remotely, you may remove the address.

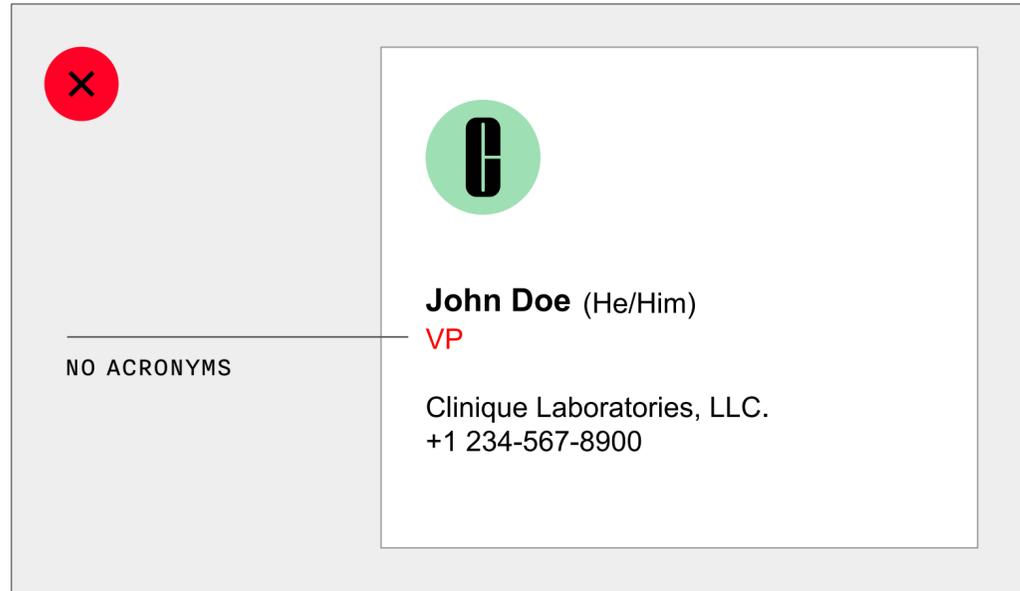


## MULTIPLE BRANDS

If you represent multiple ELC brands:

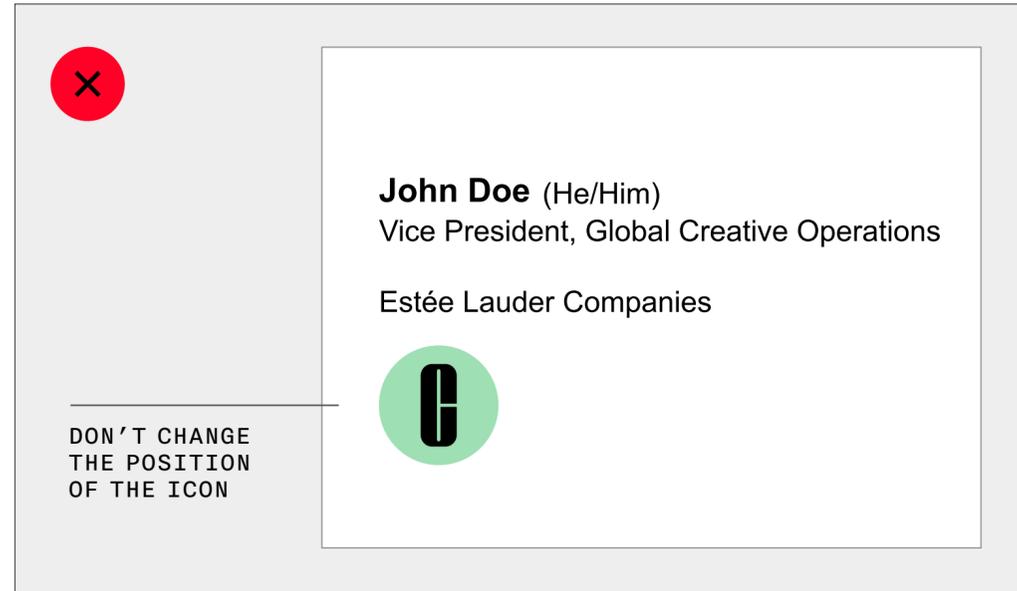
- Delete the C icon
- Replace “Clinique Laboratories, LLC” with all relevant brand names or “Estée Lauder Companies”

# (Don'ts).



## CAN I USE ACRONYMS OR SHORTHAND?

To ensure clarity and accessibility, we will not be using acronyms or shorthand going forward.



## CAN I CHANGE THE ICON POSITION?

The C icon should be always above your name.

# How to install.

# Installation guides.

These guides will explain how to correctly install and edit our signatures templates across platforms.

**To view images in the following slides more closely, simply zoom in.**

## Desktop guides.

OUTLOOK WEB

*pg 09*

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MAC APPLICATION

*pg 11*

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PC APPLICATION

*pg 14*

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## Labels style.

IPHONE OUTLOOK APP

*pg 18*

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ANDROID OUTLOOK APP

*pg 20*

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# Desktop guides.

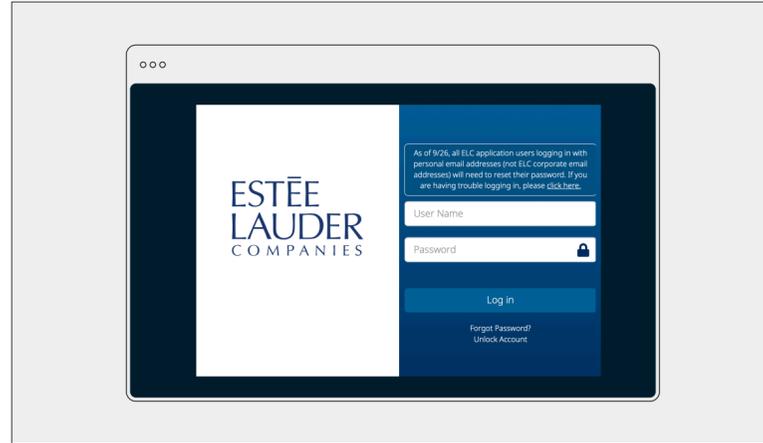
# Outlook web.

# Outlook web installation steps.



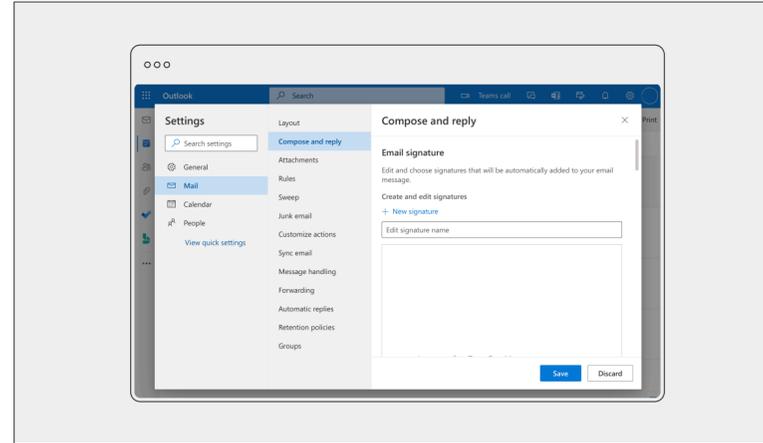
## STEP ONE

Follow the link on page 02 to view the template file within Sharepoint.



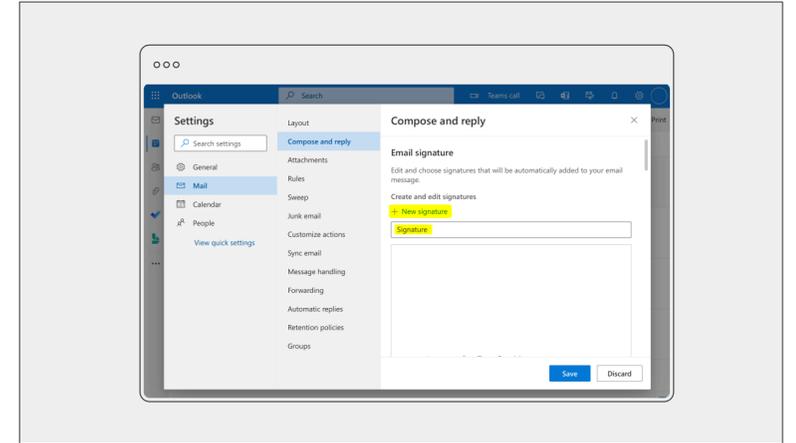
## STEP TWO

Open [outlook.com](https://outlook.com) and log in with your ELC credentials.



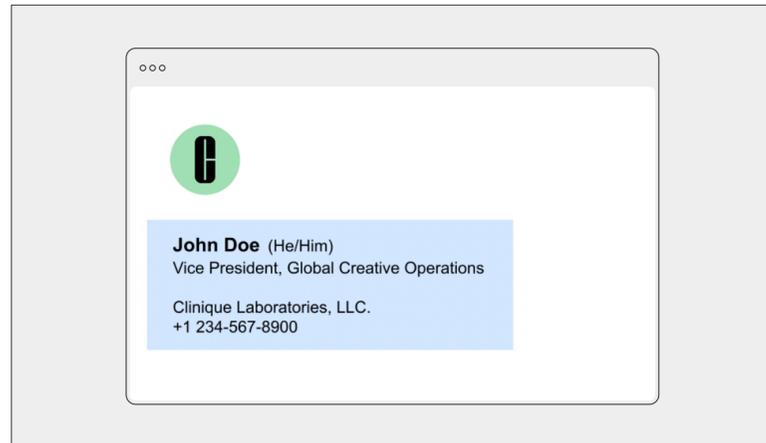
## STEP THREE

Open your account settings. In the Mail setting, select "Compose and reply."



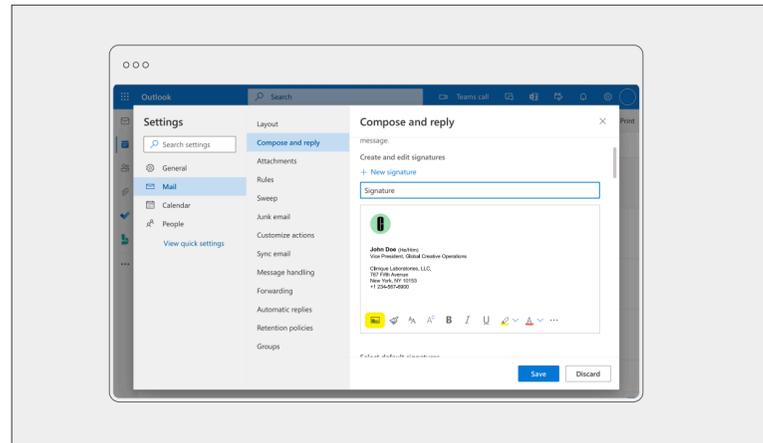
## STEP FOUR

Under "Create and edit signatures," click on "+ New signature" and name your new signature.



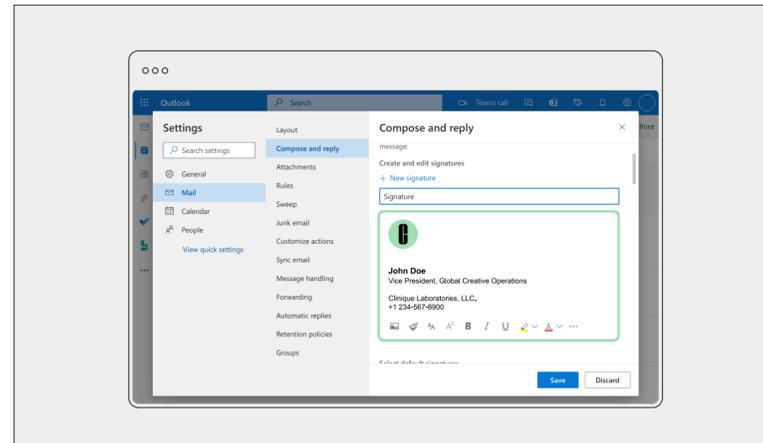
## STEP FIVE

Open the signature template via the Sharepoint link - highlight and **copy the text only**. Right click and download the C icon.



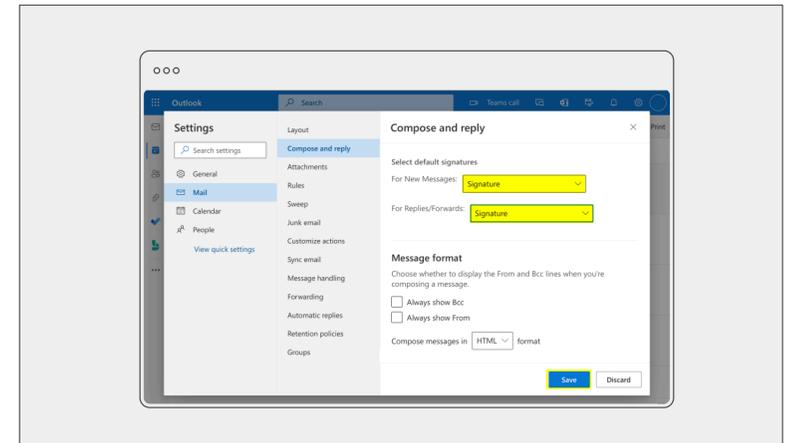
## STEP SIX

Paste the signature template text into your email signature settings. Insert the image from downloaded file.



## STEP SEVEN

Follow the permissible edits on page 04 to make the template your own.



## STEP EIGHT

Scroll down to the "select default signatures" section, select your new signature for both "new messages" and "replies and forwards" and click SAVE.

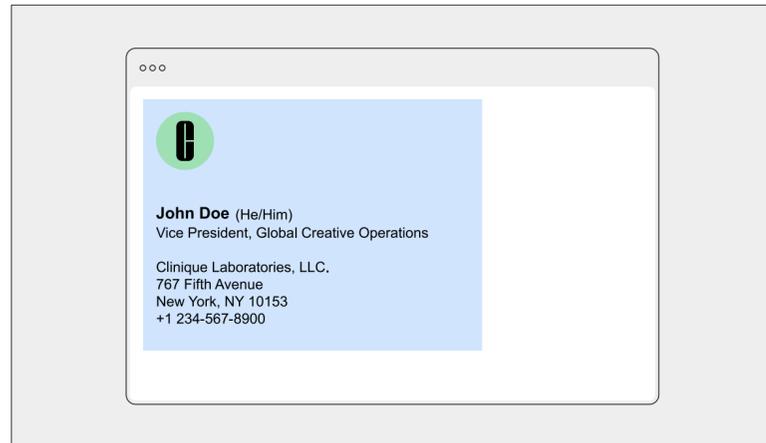
# Mac application.



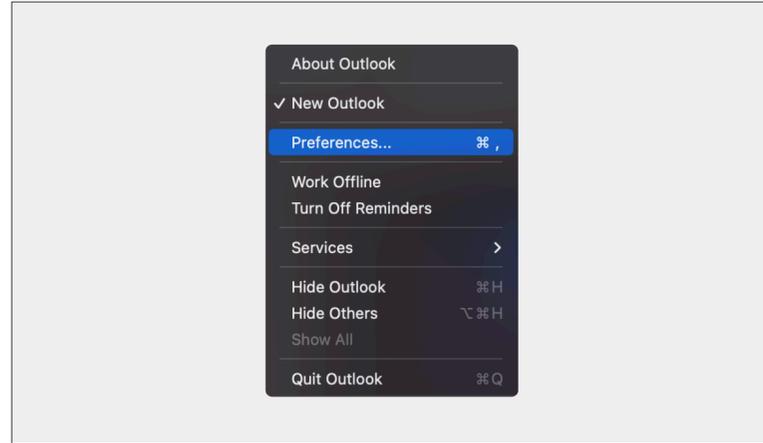
# Mac application installation steps.



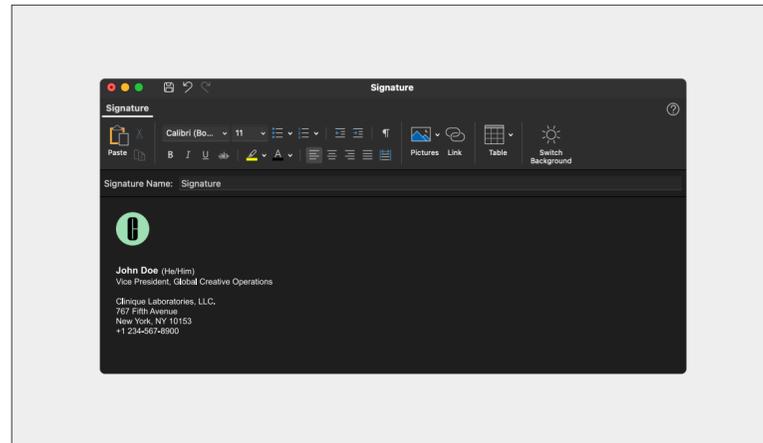
**STEP ONE**  
Follow the link on page 02 to view the template file within Sharepoint.



**STEP FIVE**  
Open the signature template via the Sharepoint link - highlight and copy.

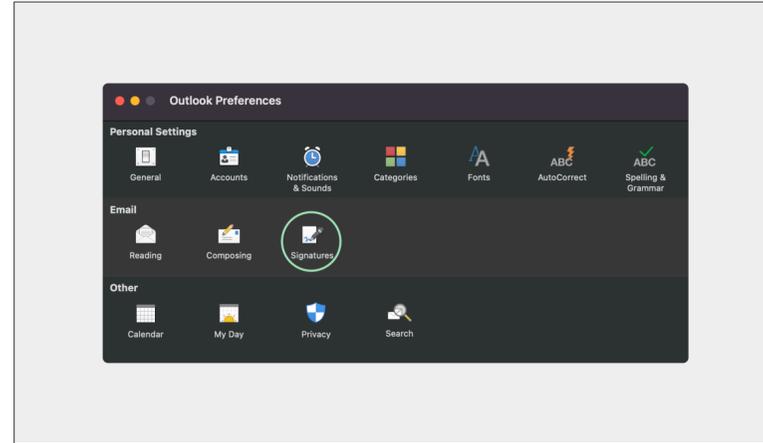


**STEP TWO**  
Once logged into your Outlook for Mac application, pull down "Preferences" from the Outlook menu.

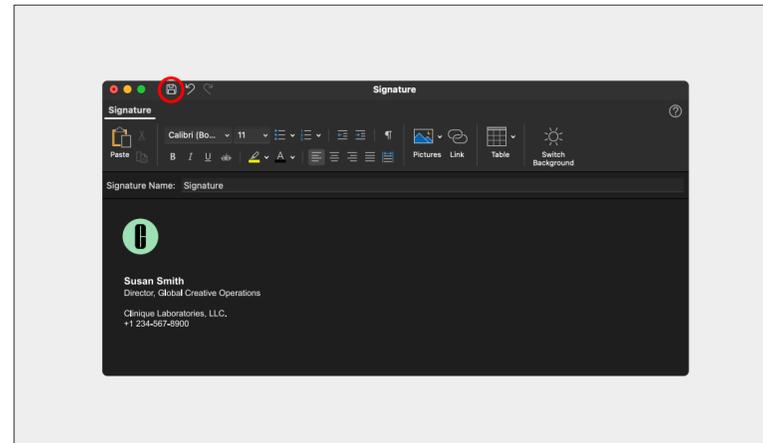


**STEP SIX**  
Paste the signature template into your email signature settings - it may take a moment for the C icon to load.

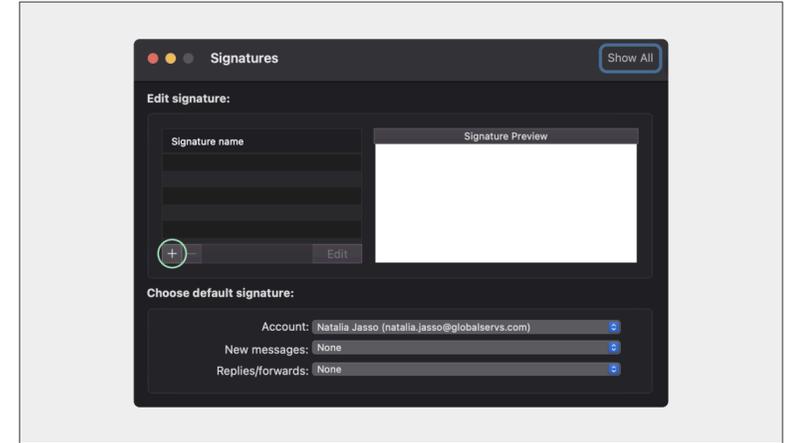
**NOTE: If you get an error during this step, please see the follow page to resolve.**



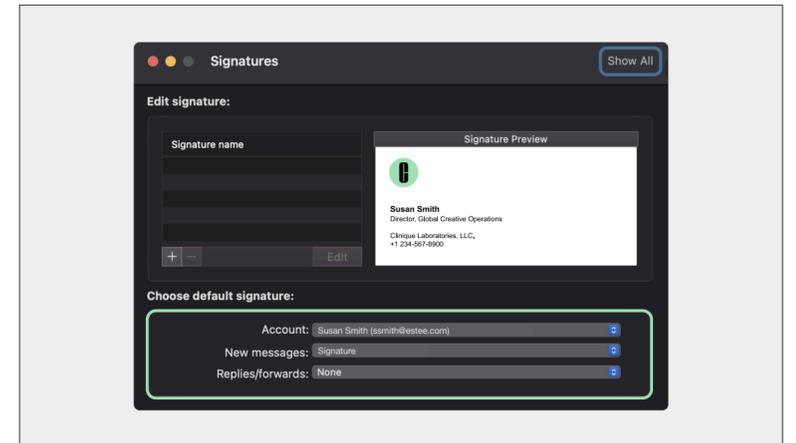
**STEP THREE**  
Click on "Signatures."



**STEP SEVEN**  
Follow the permissible edits on page 04 to make the template your own AND click the SAVE icon in the top menu bar.

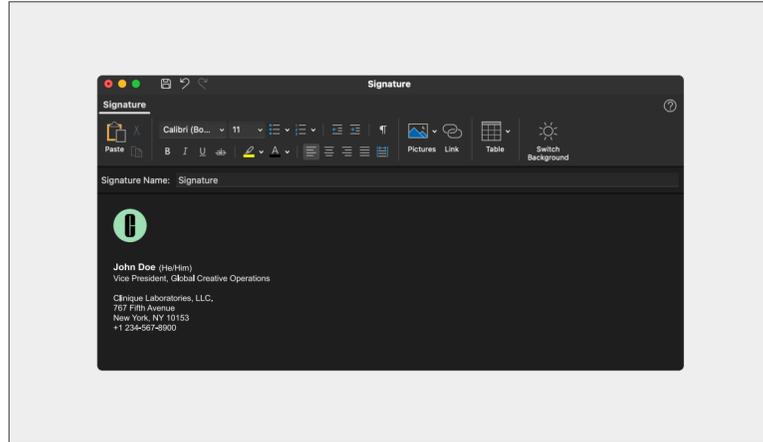


**STEP FOUR**  
Click on the plus sign to create a new signature.



**STEP EIGHT**  
Go to "Choose default signature" below your signature list. Select your new signature for both "New messages" and "Replies/forwards"

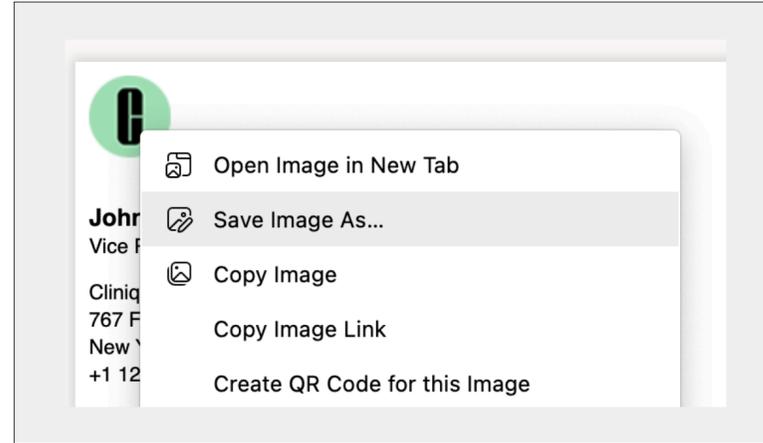
# Mac application installation steps – Step Six error resolution (if applicable).



## STEP SIX

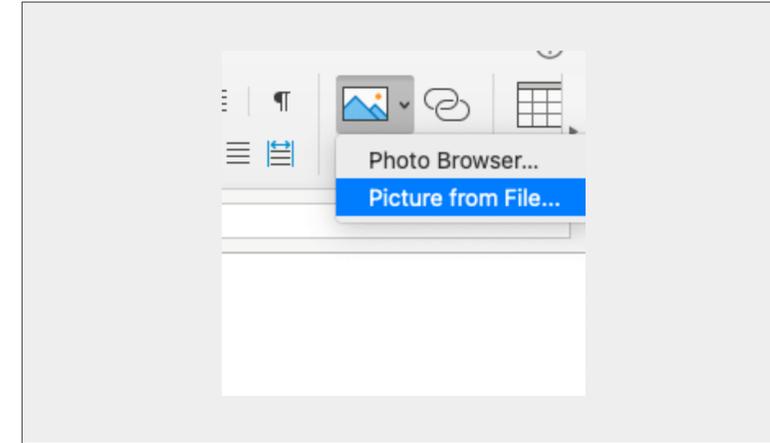
*Paste the signature template into your email signature settings - it may take a moment for the C icon to load.*

When installing the signature, you may experience an error with loading the C icon. The following two steps will help you to resolve this.



## STEP SIX AMENDED

Right click on the icon image and Save Image As... the file to your computer.



## STEP SIX AMENDED

When creating your email signature template, insert the image by selecting the Image option and then choosing Picture from File. Choose the previously saved icon image and insert it into the email template.



# PC application.

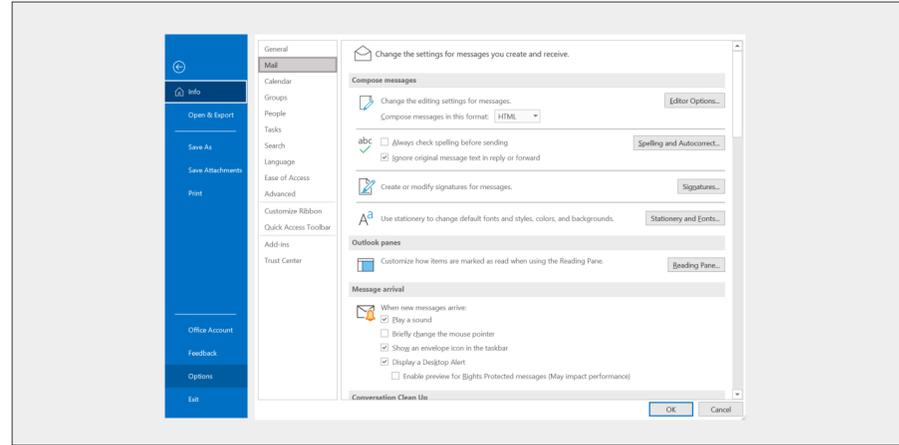


# PC application installation steps.



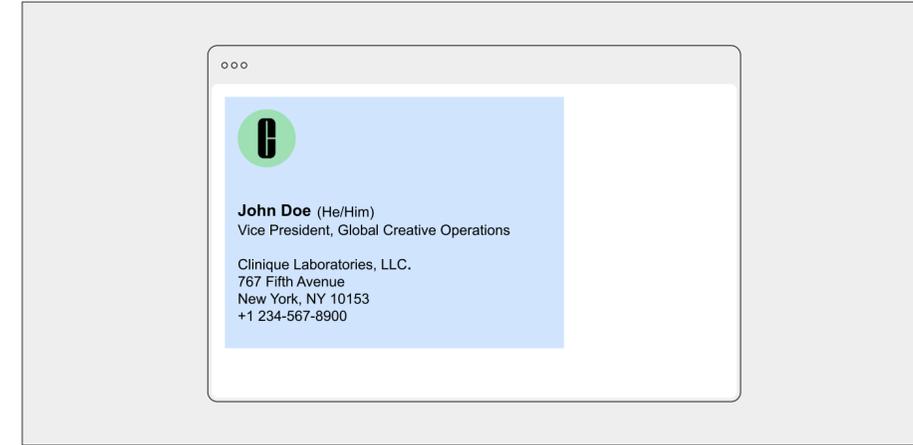
## STEP ONE

Follow the link on page 02 to view the template file within Sharepoint.



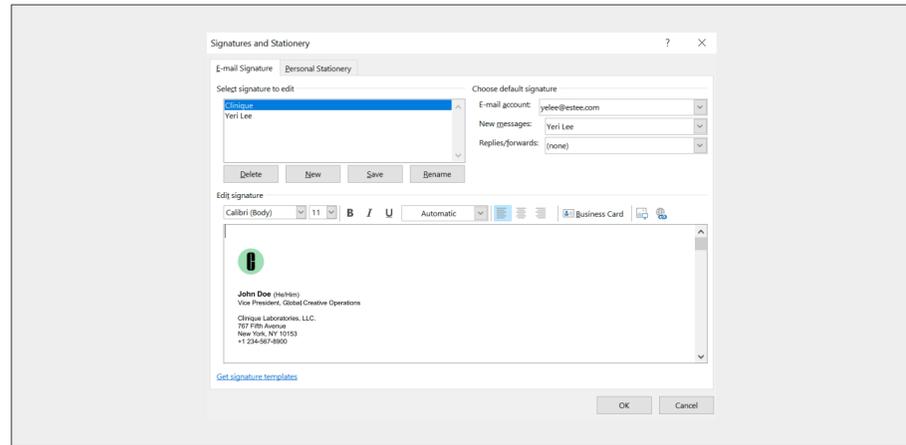
## STEP TWO

Once logged into your Outlook for PC application, go to File, then to Options, and then to Mail and select the Signatures... button from the list.



## STEP THREE

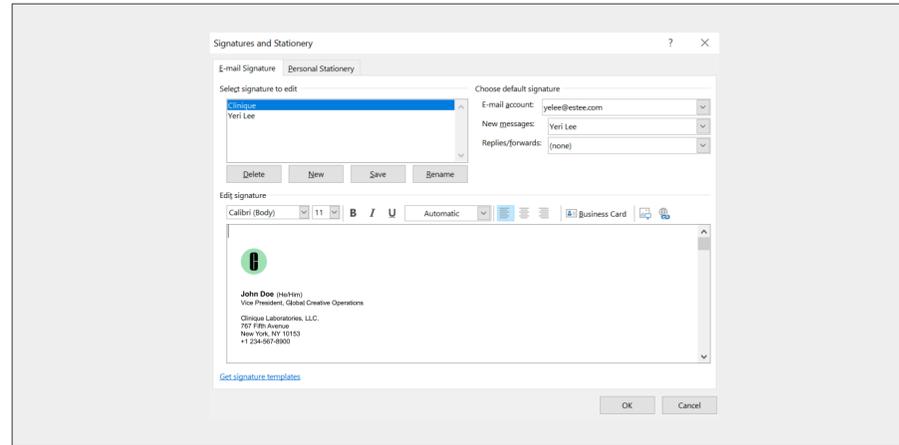
Open the signature template via the Sharepoint link - highlight and copy the entire template (C icon and text).



## STEP FOUR

Paste the signature template into your email signature settings - it may take a moment for the C icon to load.

**NOTE: If you get an error during this step, please see the follow page to resolve.**

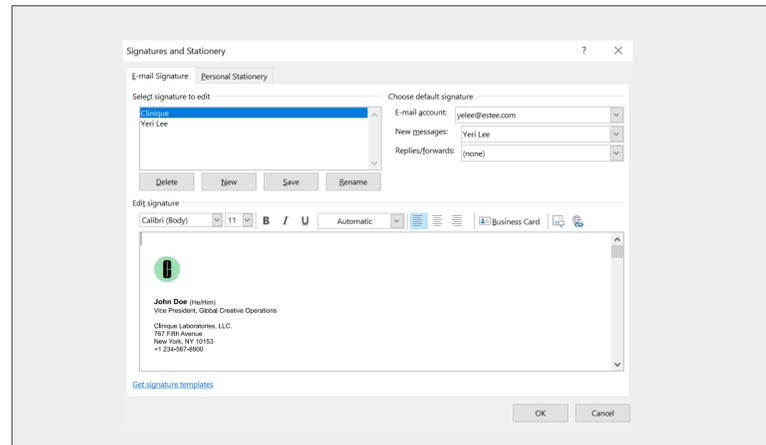


## STEP FIVE

Follow the permissible edits on page 04 to make the template your own AND click SAVE in the lower right corner.



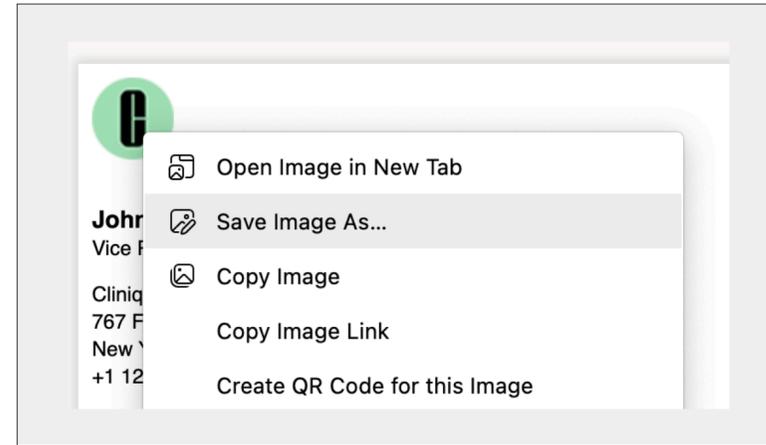
# PC application installation steps – Step Four error resolution (if applicable).



## STEP FOUR

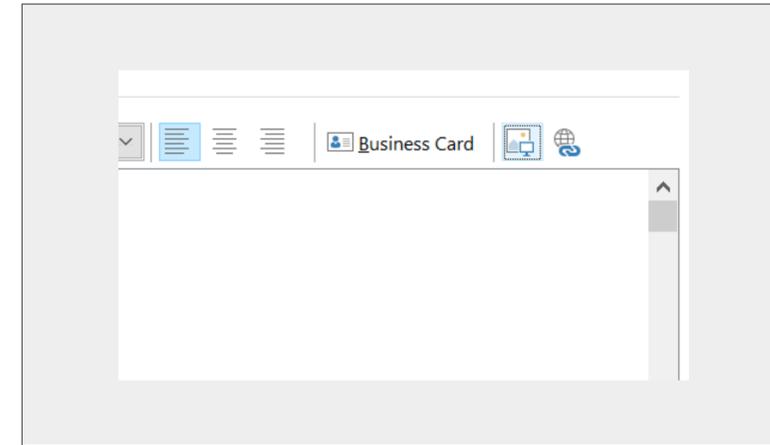
*Paste the signature template into your email signature settings - it may take a moment for the C icon to load.*

When installing the signature, you may experience an error with loading the C icon. The following two steps will help you to resolve this.



## STEP FOUR AMENDED

Right click on the icon image and Save Image As... the file to your computer.



## STEP FOUR AMENDED

When creating your email signature template, insert the image by selecting the Image option. Choose the previously saved icon image and insert it into the email template.



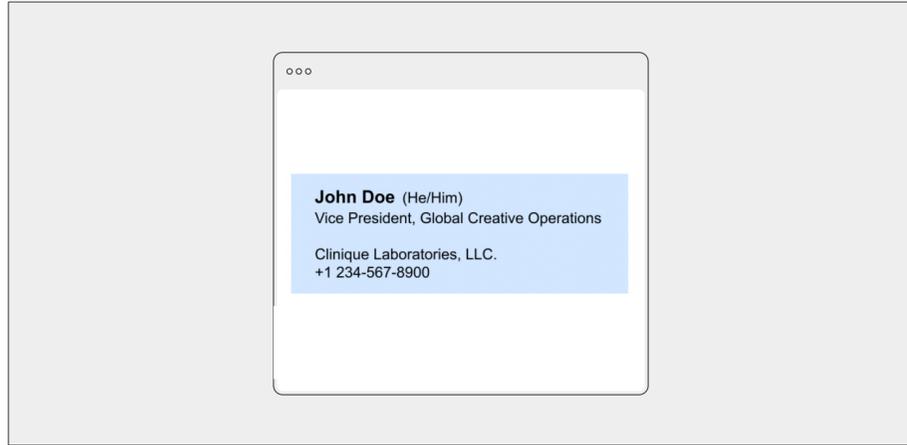
# Mobile guides.



**iPhone outlook app.**

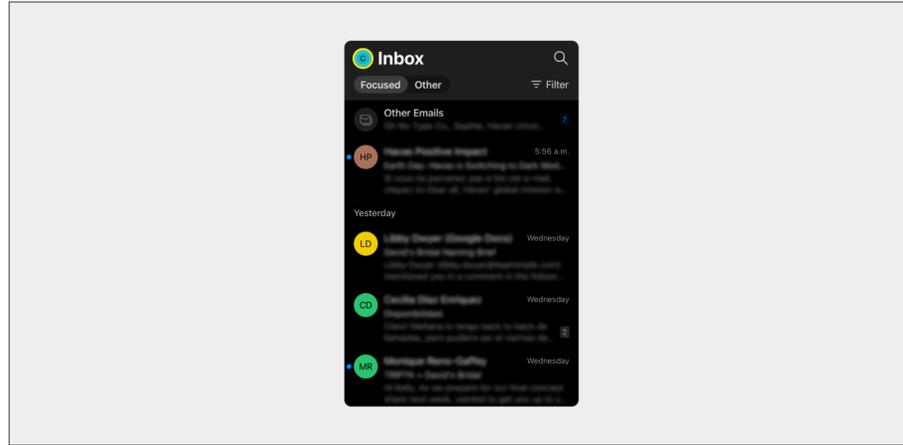


# iPhone outlook app installation steps.



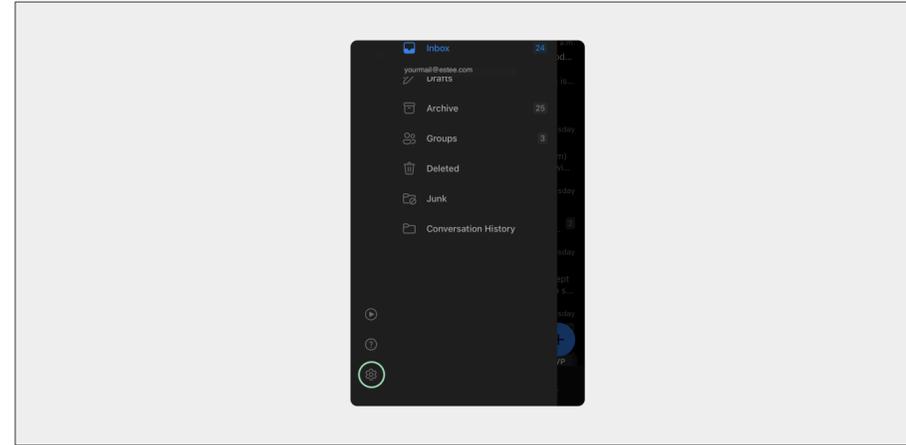
## STEP ONE

After you installed your signature in your computer, send yourself an email. Open the email on your mobile and **copy only the text**.



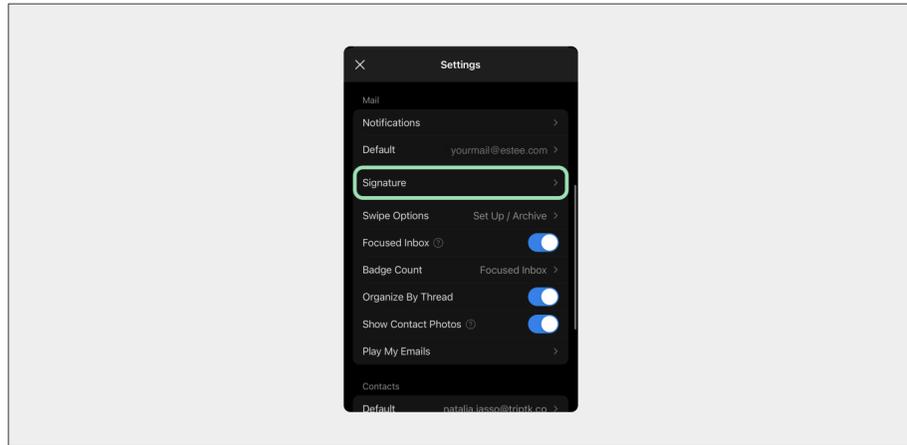
## STEP TWO

Open the Outlook app, and click on your avatar to access your settings.



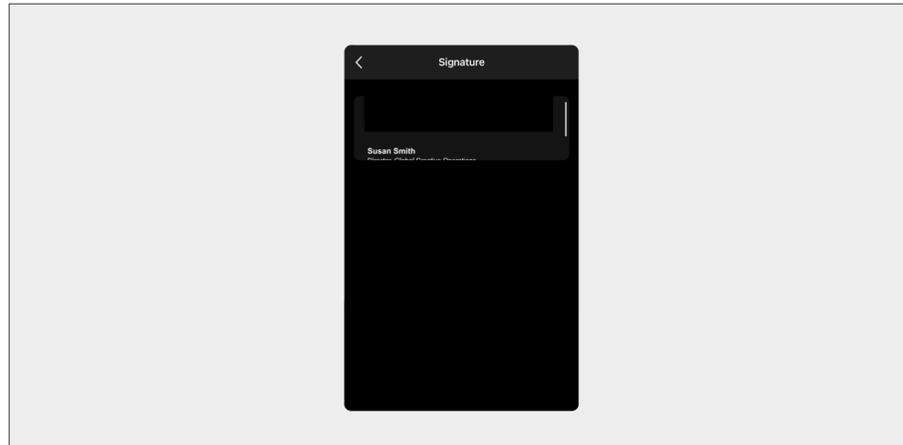
## STEP THREE

Click on the gear icon at the bottom left to open the full settings menu.



## STEP FOUR

Choose the Mail setting, then select “Signature”



## STEP FIVE

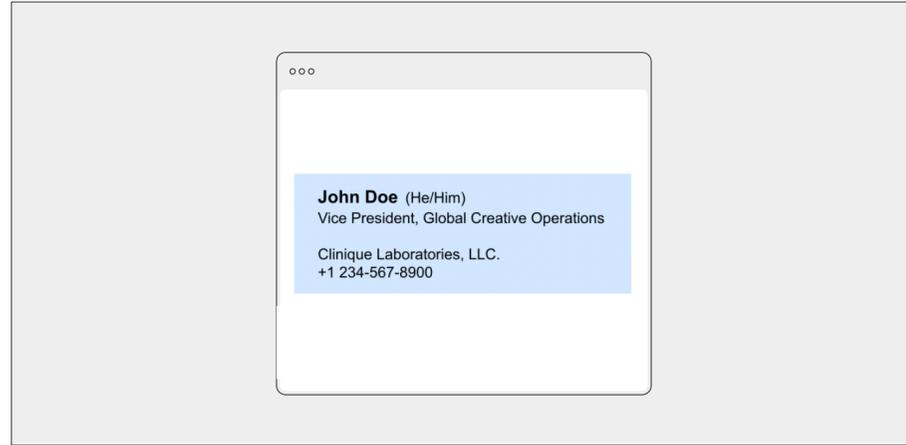
Paste the signature you copied in Step One. Saving is not necessary.

**NOTE:** If the weight of the text changes (e.g. all text is changed to bold), please manually correct it to be the same as the original file.

# Android outlook app.

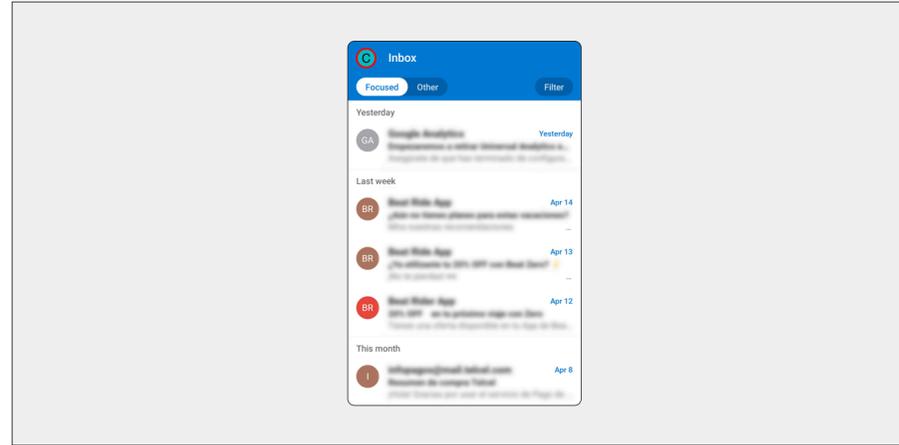


# Android outlook app installation steps.



## STEP ONE

After you installed your signature in your computer, send yourself an email. Open the email on your mobile and **copy only the text**.



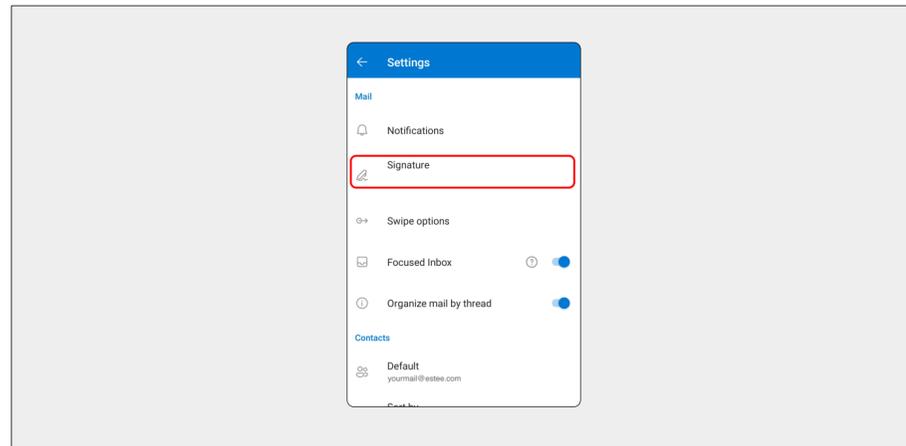
## STEP TWO

Open the Outlook app, and click on your avatar to access your settings.



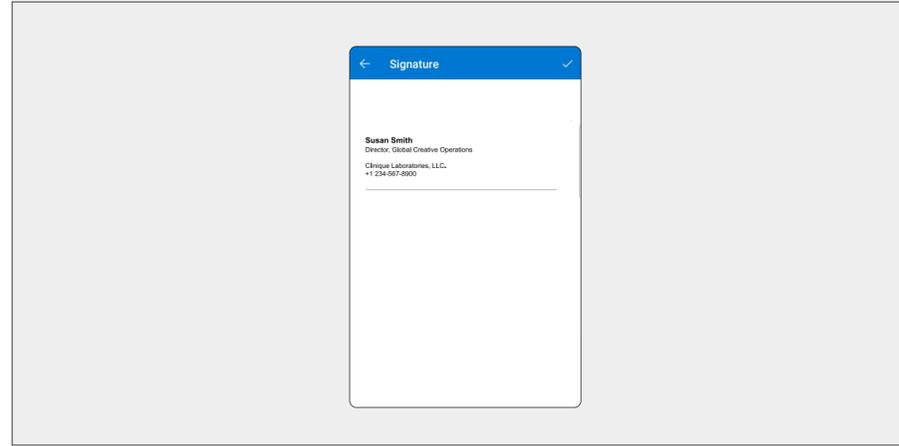
## STEP THREE

Click on the gear icon at the bottom left to open the full settings menu.



## STEP FOUR

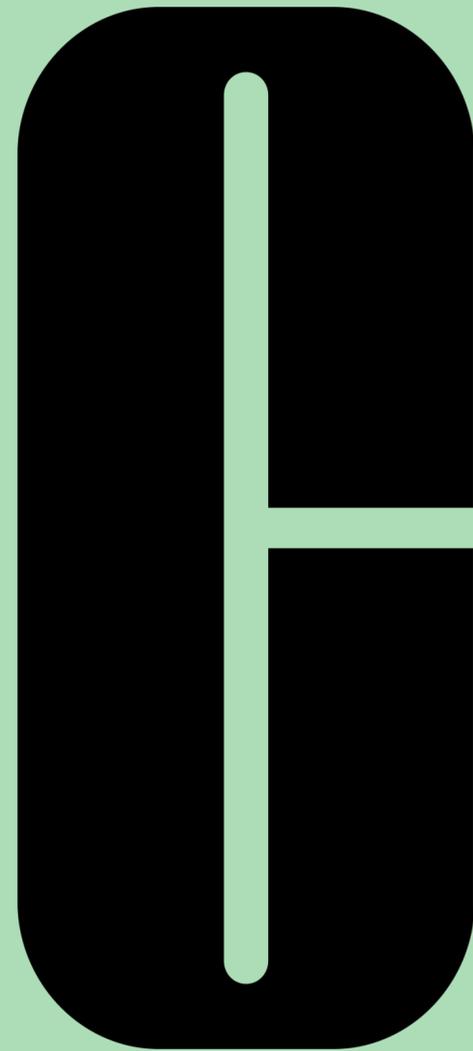
Choose the Mail setting, then select “Signature”



## STEP FIVE

Paste the signature you copied in Step One. Saving is not necessary.

**NOTE:** If the weight of the text changes (e.g. all text is changed to bold), please manually correct it to be the same as the original file.



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