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| Personalising your Email Signature**You will need to** [**download**](https://fonts.google.com/specimen/Inter?query=inter) **our new Corporate Font 'Inter' to get started.*** Select the profile picture > Select Picture Format from the top menu > Select Change Picture From a File > Navigate to your profile picture. If you'd rather not use your photo, you can use one of the alternate images provided
* Replace Your Name Here, and Your Designation with your details > Replace Telephone (T) and Direct Dial (D)
* If you need to insert another row, right-click in a row and select Insert Below
* Update your email address and the link to your email. Press CTRL Z to correct autoformatting on email address. Make sure font is Inter, size 10
* Delete SSE badges you don't currently qualify for, Include SCP badges as earned
* You can add a link to your SWI BadgCert using the link in the email you received. Select the badge > Insert > Link
* Select one email banner and delete the remaining
* Copy the entire email signature and paste it into your Outlook Email Signature

Not working for you? Contact marketingsupport@loop1.com, and we'll help you get set up! |

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| A picture containing text, yellow, close  Description automatically generated |

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|   |
| Your Name Here |
| Your Designation |
| T  +88 (8)8888 888888 |
| D  +88 (8)8888 888888 |
| E  user@loop1.com |
| W [loop1.com](https://loop1.com/) |
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| loop1 logo |
| Know What's Next |
|   |
| linkedin logo twitter logo Icon  Description automatically generated |

 | A picture containing text, clock, orange  Description automatically generated |

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| --- | --- | --- | --- | --- | --- |
| Graphical user interface  Description automatically generated | Graphical user interface  Description automatically generated with medium confidence | Graphical user interface  Description automatically generated with low confidence |  | Text  Description automatically generated | Text  Description automatically generated |

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| Graphical user interface, website  Description automatically generatedA picture containing map  Description automatically generatedA picture containing text  Description automatically generatedGraphical user interface  Description automatically generated with low confidenceText  Description automatically generatedA picture containing website  Description automatically generated |

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