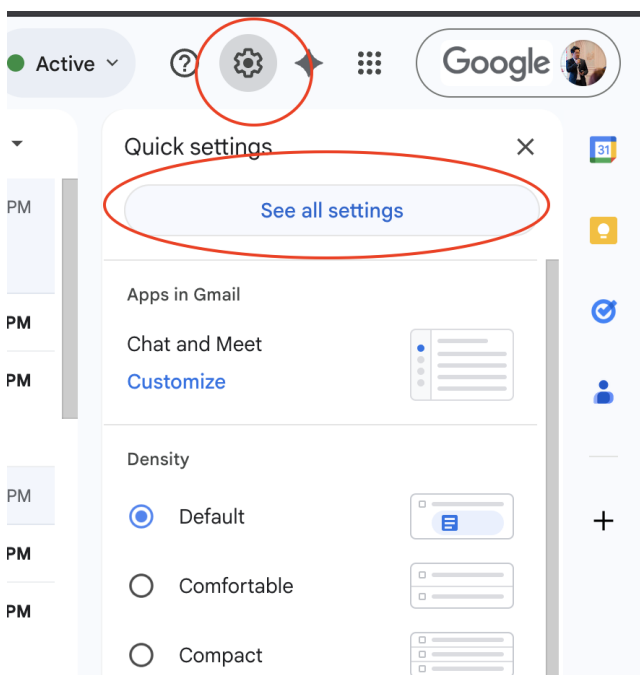


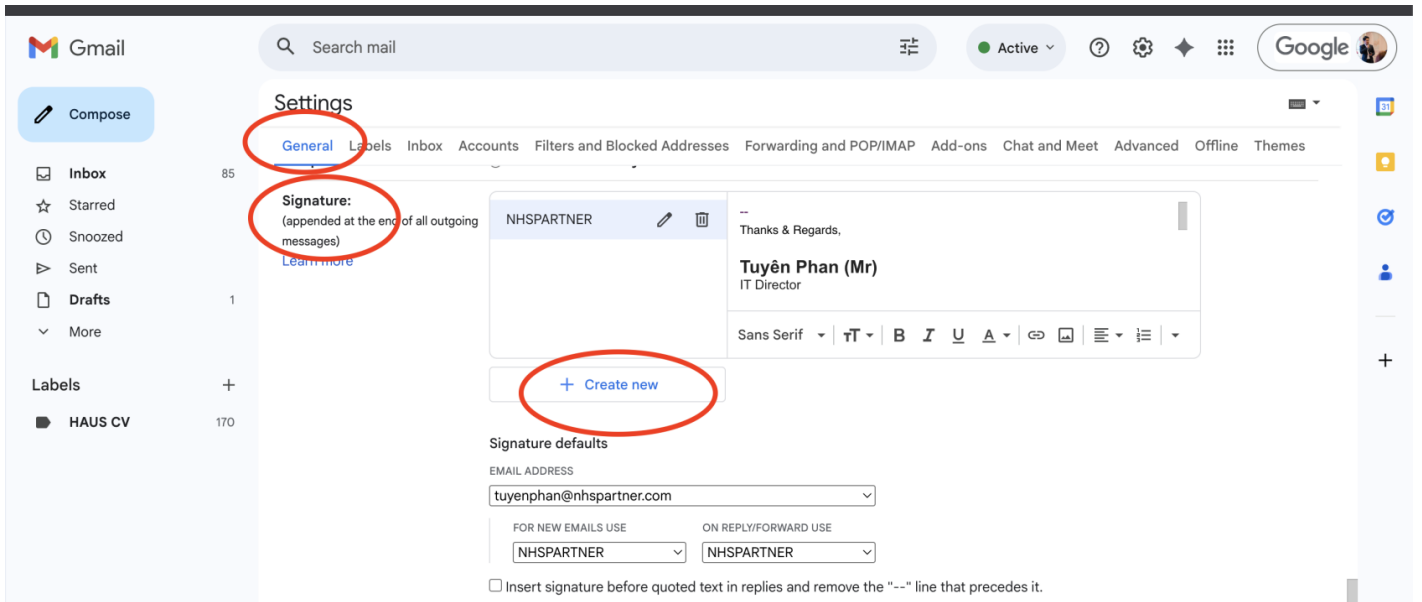
# Hướng dẫn thêm chữ ký vào email

## 1. Mở email công ty

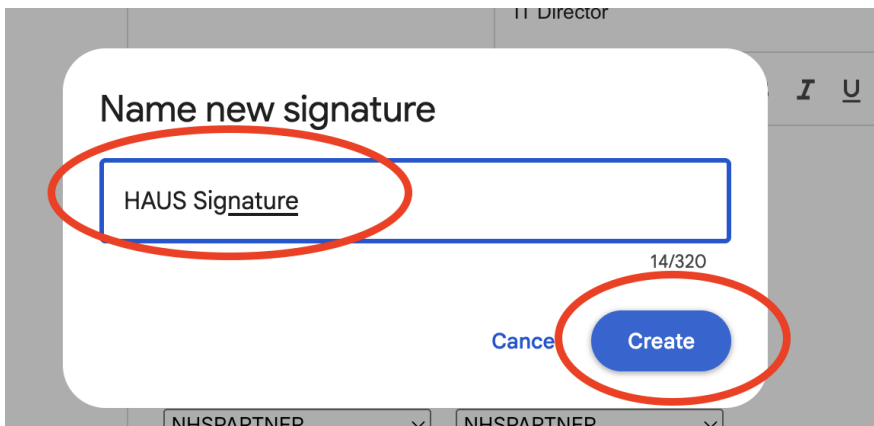


## Bước 2 :

Tìm tới mục **General** > kéo xuống phần **Signature** > chọn nút thêm mới (**Create New**)



### Bước 3: đặt tên cho chữ ký đính kèm vào email



### Bước 4 :

Copy đoạn chữ ký sau vào như hình

--

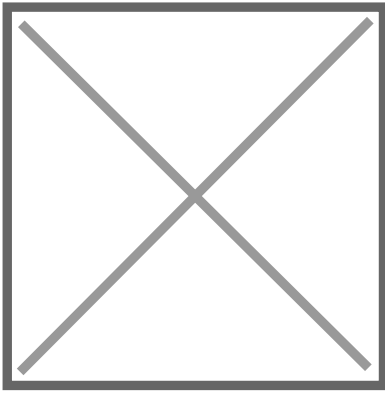
Thanks & Regards,

**Thay Tên c? a b? n (Mr)**

Thay Ch? c danh c? a b? n

M: (+84) 90 xxx xxxx

E: emailcuaban@nhspartner.com



Floor 21, Vietcombank Financial Tower  
No. 5 Me Linh Square, Ward Saigon,  
Ho Chi Minh City, Vietnam.

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Sans Serif | 11 | **B** *I* U A |

+ Create new

Signature defaults

## Bước 5: Lưu lại thông tin.

