

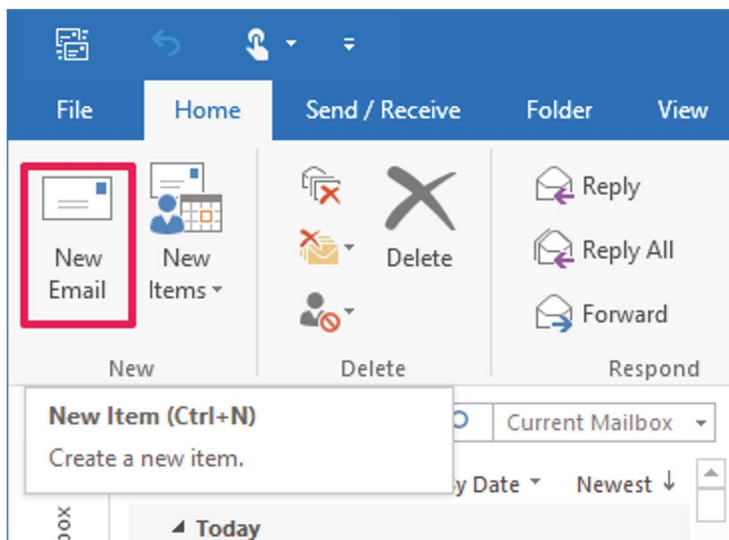
Instructions for Setting Up Your nVent Email Signature



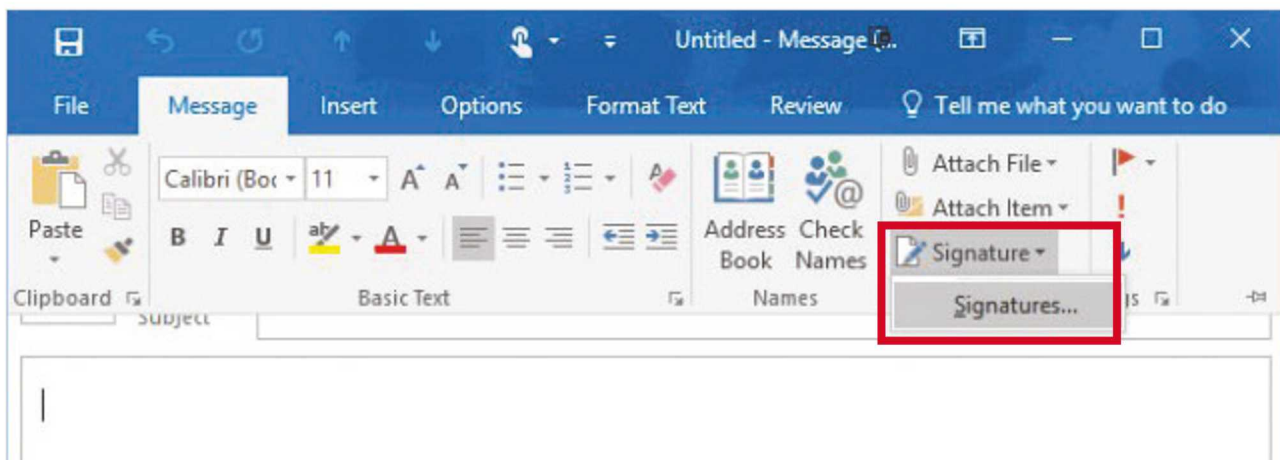
WE CONNECT AND PROTECT

CREATE A NEW EMAIL SIGNATURE

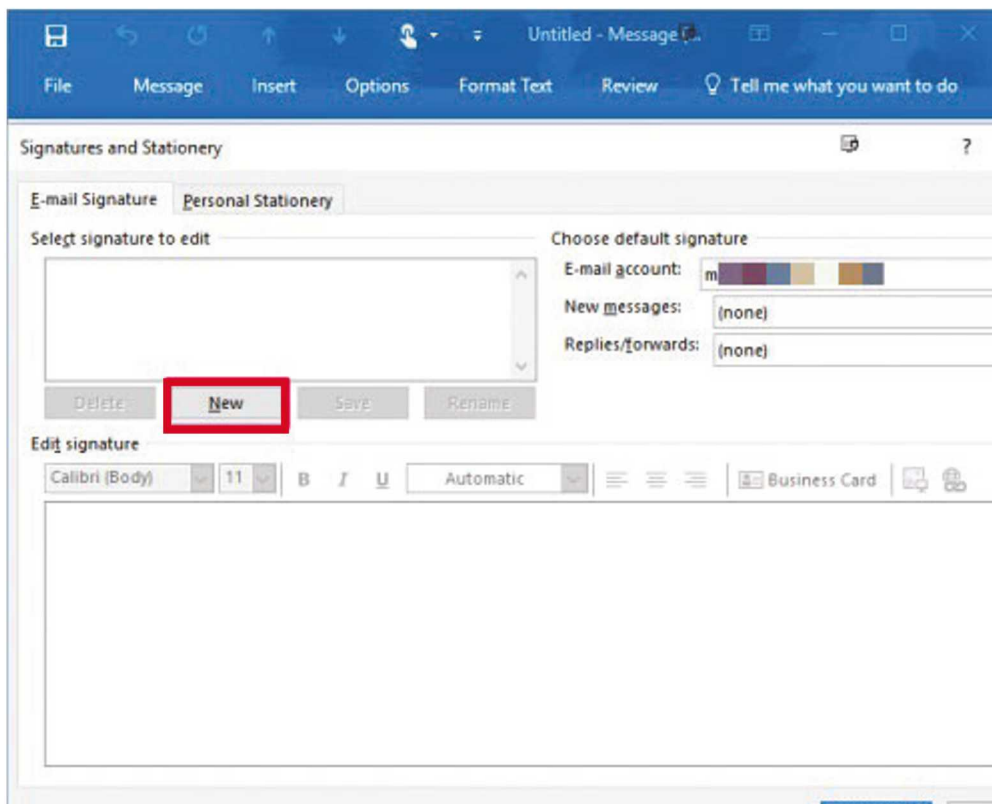
- 1 Click **New Email** from the Home tab.



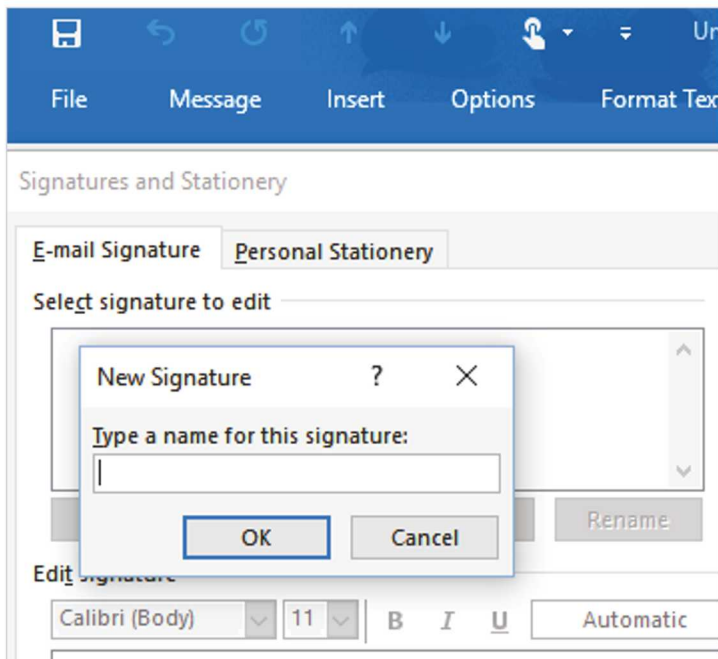
- 2 Click **Signature > Signatures...** on the Message tab.



3 Click the **New** button in the Signatures and Stationery window.



4 Type in a name for the signature and click **OK**. For example, "nVent Launch Signature"



5 Enter your signature. Below is your email signature (NEED TO BE UPDATED) in the correct formatting:

EmployeeName

Title

Electrical and Fastening Solutions

+1.234.567.891 Office

+1.234.567.891 Mobile

+1.234.567.891 Fax


(Insert your ECM email address here. Update with nVent email address when it is made available to you.)

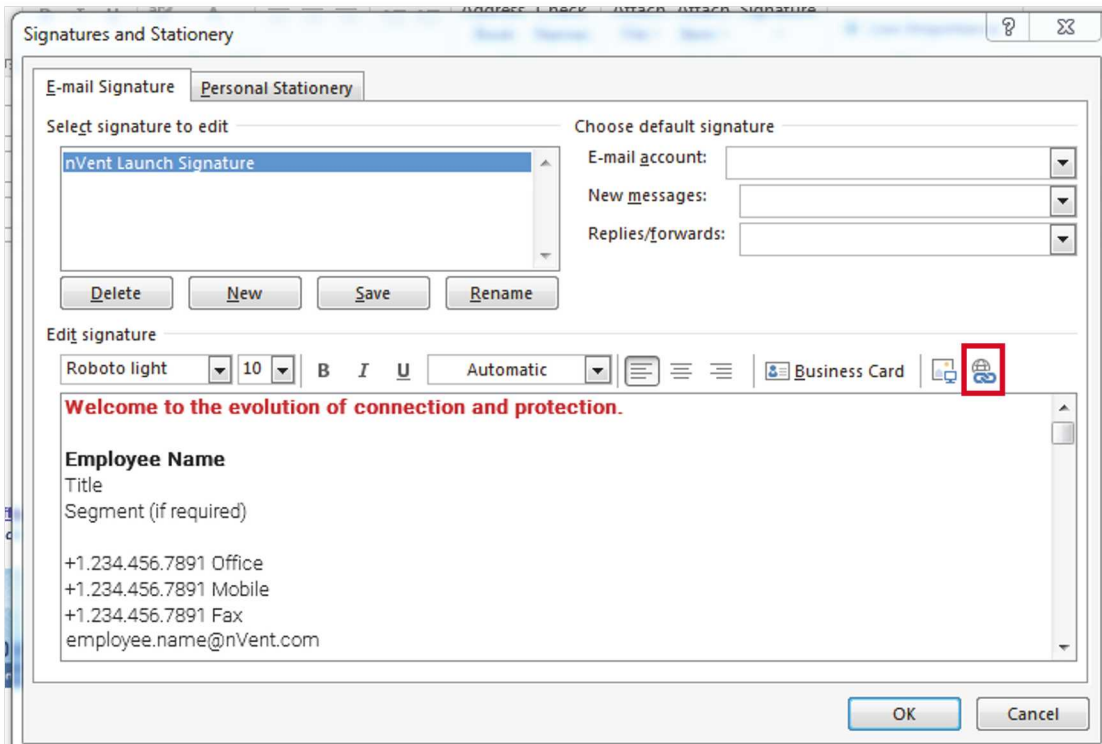
nVent | Address | Post Code City | Country

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Confidentiality Note: This e-mail contains privileged and confidential information intended for the use of the addressees named above. If you are not the intended recipient of this e-mail, you are hereby notified that you must not disseminate, copy or take any action in respect of any information contained in it. If you have received this e-mail in error, please notify the sender immediately by e-mail and immediately destroy this email and its attachments

6 Click anywhere on the banner image, then click the icon  to insert hyperlink www.nVent.com. Highlight all the text and the image above, then press **Ctrl + C. Then paste it in as your new email signature. From there you can edit each area to add in your actual name, title, segment, phone number, etc.**



7 Click OK. You now have your new nVent Email Signature.