

请直接复制邮件中的签名再进行后续操作

Please copy the signature from the email and proceed with the next steps.

1、修改名称(字+名)、职位、邮箱、电话(按照旧签名修改,公司名称统一不需要修改)

1, Modify the name (word + name), position, email, telephone (according to the old signature modification, the company name does not need to be modified)

2、号码排版:

迪拜: +971 50 1904935

中国: +86 136 0535 3405

荷兰: +31 648067244

2. Number layout:

Dubai: +971 50 1904935

China: +86 136 0535 3405

Netherlands: +31 648067244

3、字体统一为 Arial(查看相应录屏文件, 完成操作)

3, The font is Arial(view the corresponding screen recording file, complete the operation)

4、设置 2 个超链接(一个公司官网、一个公司领英, 网址查看操作说明)

4, Set two hyperlinks (one company official website, one company linkedin, website to view the operation instructions)

Onedayonegroup: <http://www.onedayonegroup.com>

linkedIn: <https://www.linkedin.com/company/onedayonegroup/>



Xiaohong Liu — 姓名排版以旧签名为准:名在前,姓在后。注意大小写和空格。
HR — 姓名、职位、公司各一行,记得换行。
Onedayone Group

Email: **liuxiaohong@onedayonegroup.com** — 签名中字体加粗与否,按照模板进行。请不要轻易更改字体格式、颜色。
Phone: **+86 152 6535 7309** — 电话号码,请按照文档中标准格式,准确添加空格。

Welcome to find more about us **onedayonegroup linkedin** — 此处设置两个超链接,链接网址参考word档操作说明,链接设置参考视频



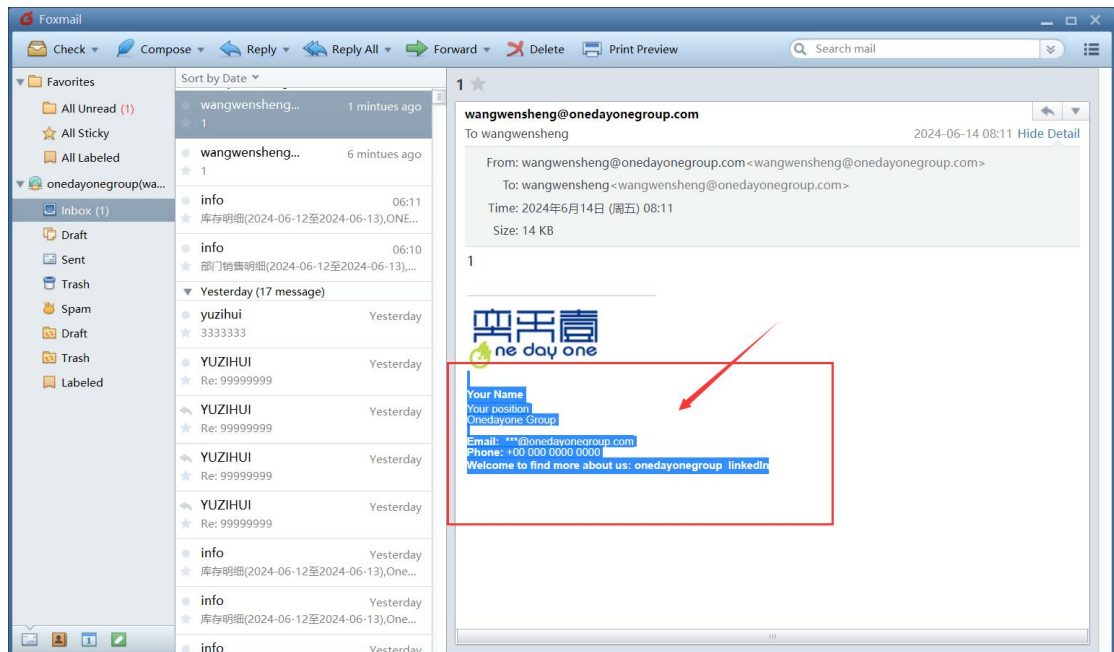
Xiaohong Liu — Follow the old signature format for your name: first name first, then last name. Pay attention to capitalization and spacing.
HR — Place your name, position, and company on separate lines. Remember to break the lines accordingly.
Onedayone Group

Email: **liuxiaohong@onedayonegroup.com** — Follow the template for bolding text in the signature. Do not alter the font style or color.
Phone: **+86 152 6535 7309** — Format the phone number accurately with spaces as specified in the document.

Welcome to find more about us **onedayonegroup linkedin** — Two hyperlinks are set here. The link URL should refer to the operating instructions in the Word file, and the link settings should refer to the video

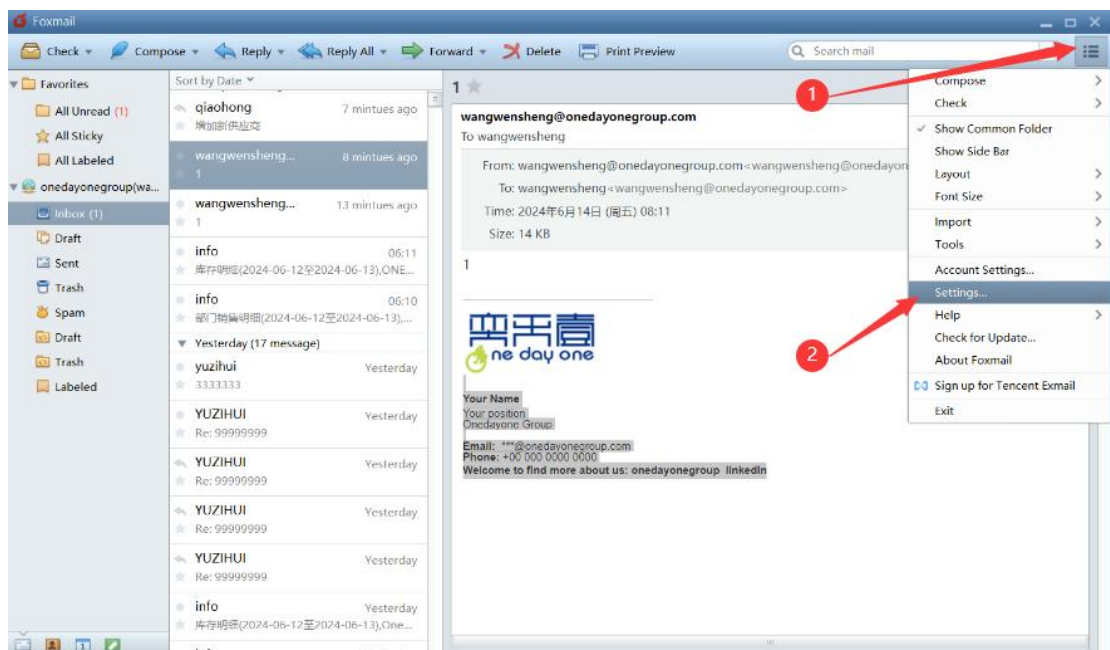
1、把邮件中的 LOGO 图片拖动到桌面上，复制邮件内的签名部分（为了保证大家的签名格式一致，请一定要复制）

1. Drag the LOGO image from the email onto the desktop. Copy the signature part of the email (In order to ensure that everyone's signature format is consistent, please be sure to copy)



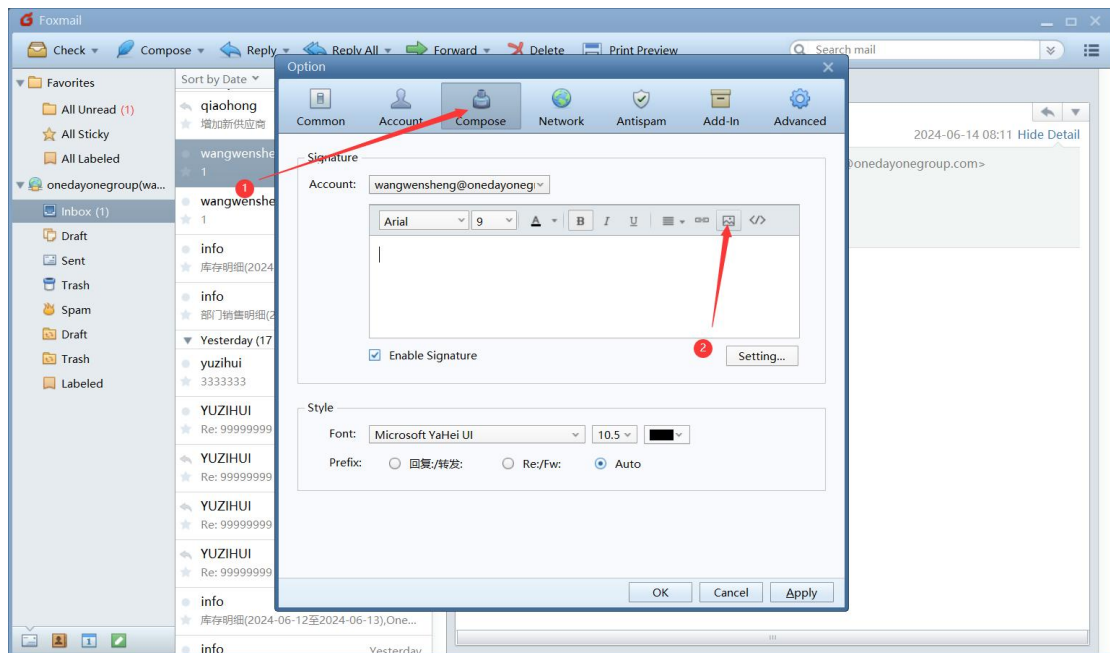
2、跟随指示选择设置

2. Follow the instructions to select Settings



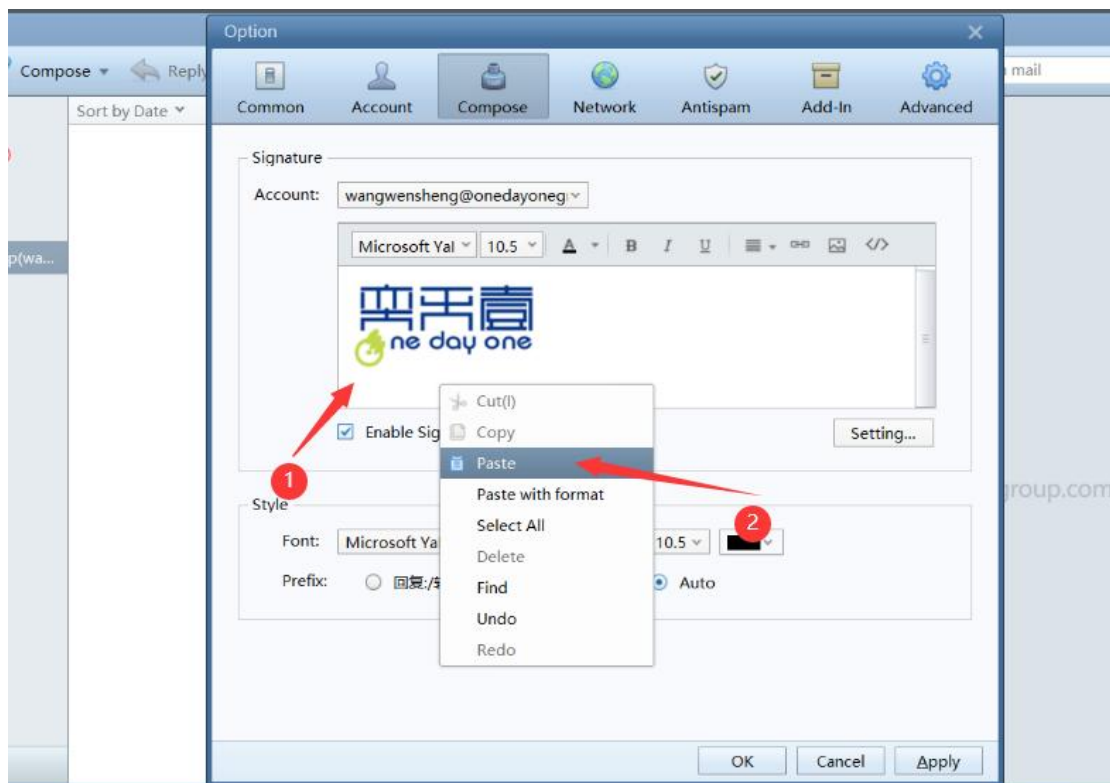
3、跟随指示选择添加图片

3. Follow the instructions to select add image



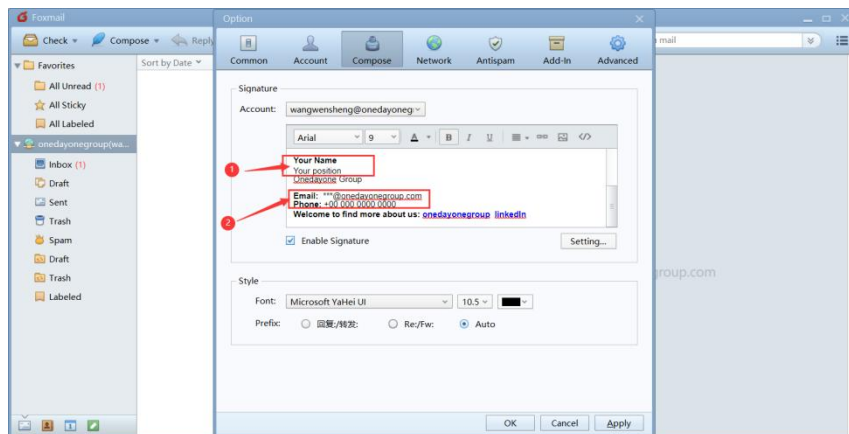
4、把复制到的签名粘贴到指定位置

4. Paste the copied signature to the specified location



5、修改姓名、职位、邮箱、电话（姓名(字+名)、职位参考旧的签名 LOGO）

5, Edit name, position, email, phone (name, position can refer to the old signature LOGO)



6、给签名中蓝色部分的 onedayonegroup、linkedIn 分别添加链接，先选中再点击添加链接，最后选择完成。

Onedayonegroup: <http://www.onedayonegroup.com>

linkedIn: <https://www.linkedin.com/company/onedayonegroup/>

6. Add links to onedayonegroup and linkedIn in blue. Select first and then click the Add link.Final click OK.

Onedayonegroup: <http://www.onedayonegroup.com>

linkedIn: <https://www.linkedin.com/company/onedayonegroup/>

