

Outlook Signature Set-Up Guide

Step One:

Open, (ctrl+click), the link below to navigate to your choice of the Morningside Signature or the Questel Signature on the Questel Corporate Identity Page.

[Questel Corporate Identity](#)

Note: The link will automatically open to the Questel Corporate Identity Page. You will need to scroll to the section providing signatures under "Employee Branding"

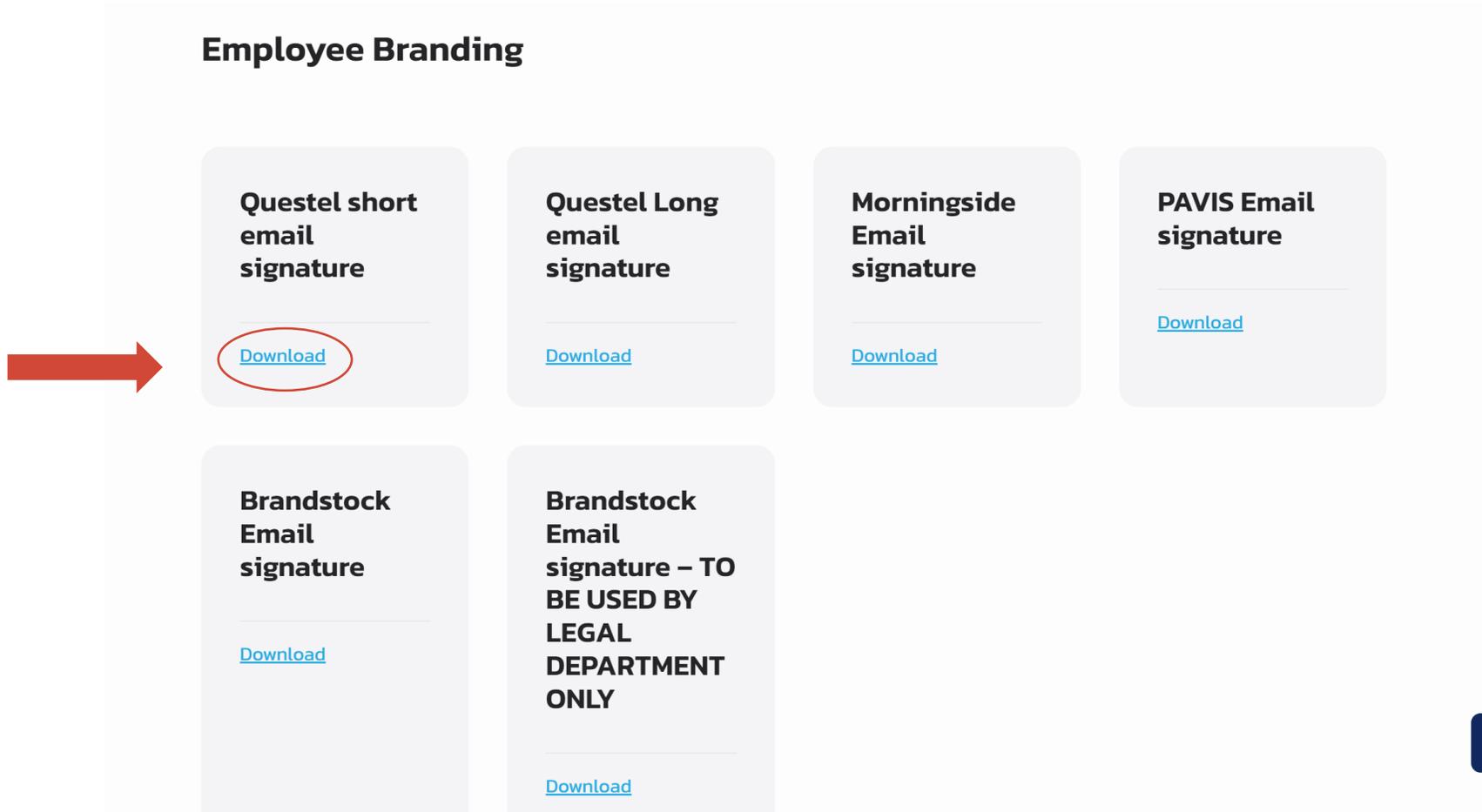


Employee Branding

Questel short email signature <hr/> Download	Questel Long email signature <hr/> Download	Morningside Email signature <hr/> Download	PAVIS Email signature <hr/> Download
Brandstock Email signature <hr/> Download	Brandstock Email signature – TO BE USED BY LEGAL DEPARTMENT ONLY <hr/> Download		

Step Two:

Select "Download"

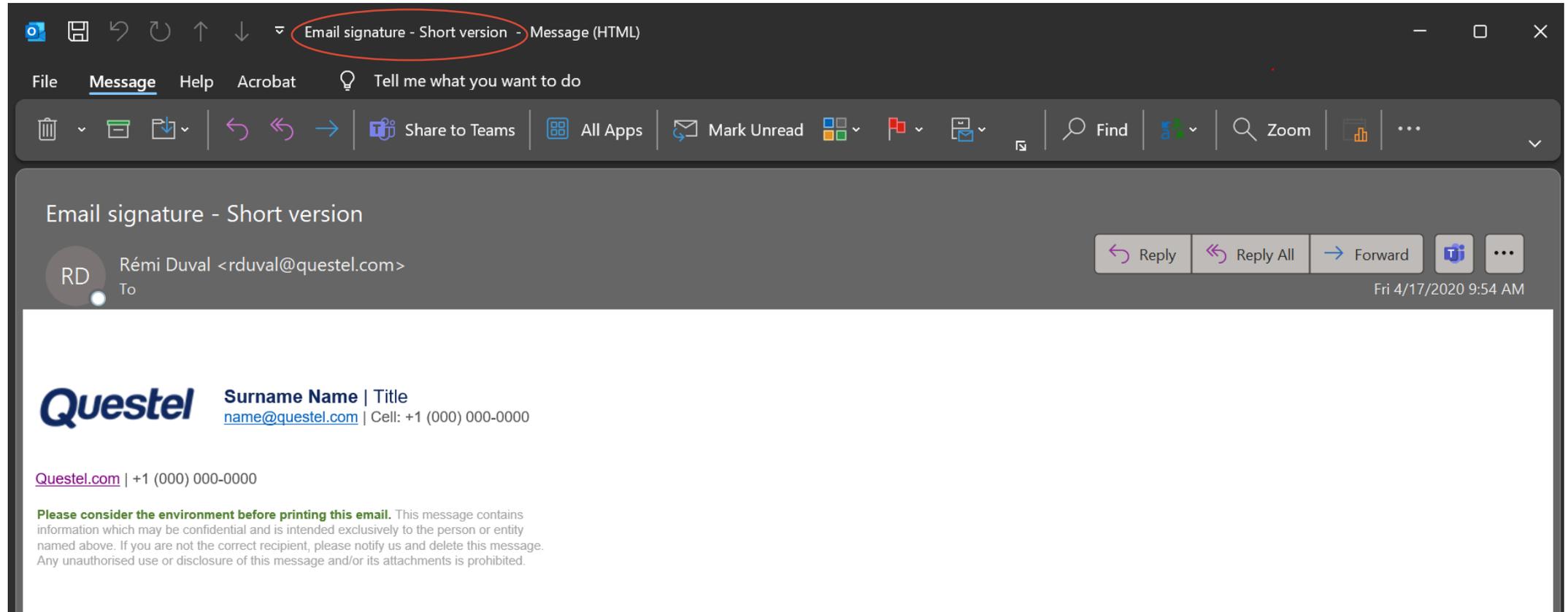


The screenshot shows a page titled "Employee Branding" with six email signature options arranged in a 2x3 grid. Each option includes a "Download" link. A red arrow points to the "Download" link for the "Questel short email signature".

Signature Type	Download Link
Questel short email signature	Download
Questel Long email signature	Download
Morningside Email signature	Download
PAVIS Email signature	Download
Brandstock Email signature	Download
Brandstock Email signature – TO BE USED BY LEGAL DEPARTMENT ONLY	Download

Step Three:

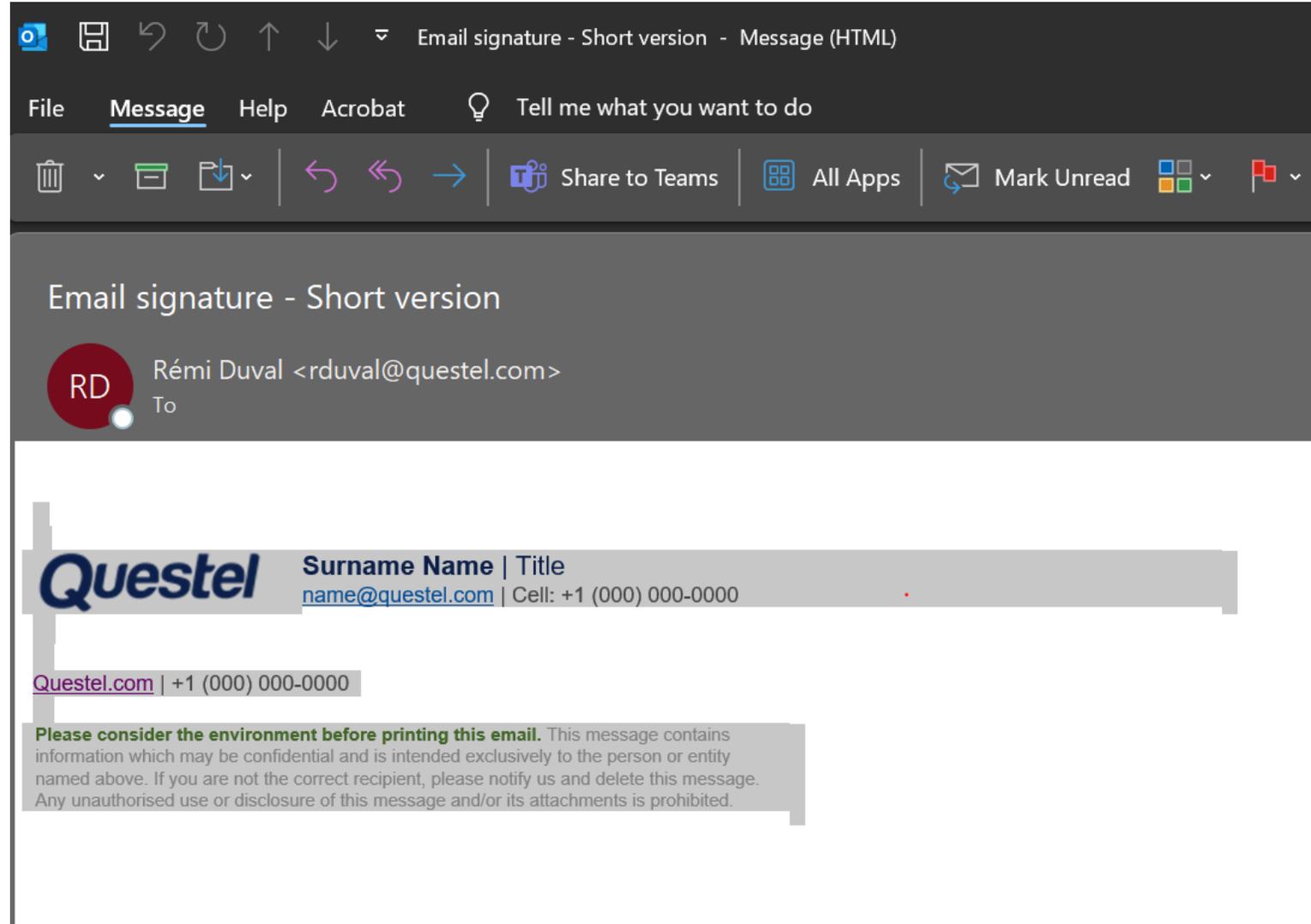
Open the New Signature file from your downloads – it will open in a new Outlook email window.



Step Four:

Highlight (ctrl+a) & Copy (ctrl+c) the Signature from the opened email.

Note: Once you have done this step - *Do not* use the 'Copy' command again. You will copy over the Questel Morningside Signature in your clipboard. This will override the action taken in Step #5.



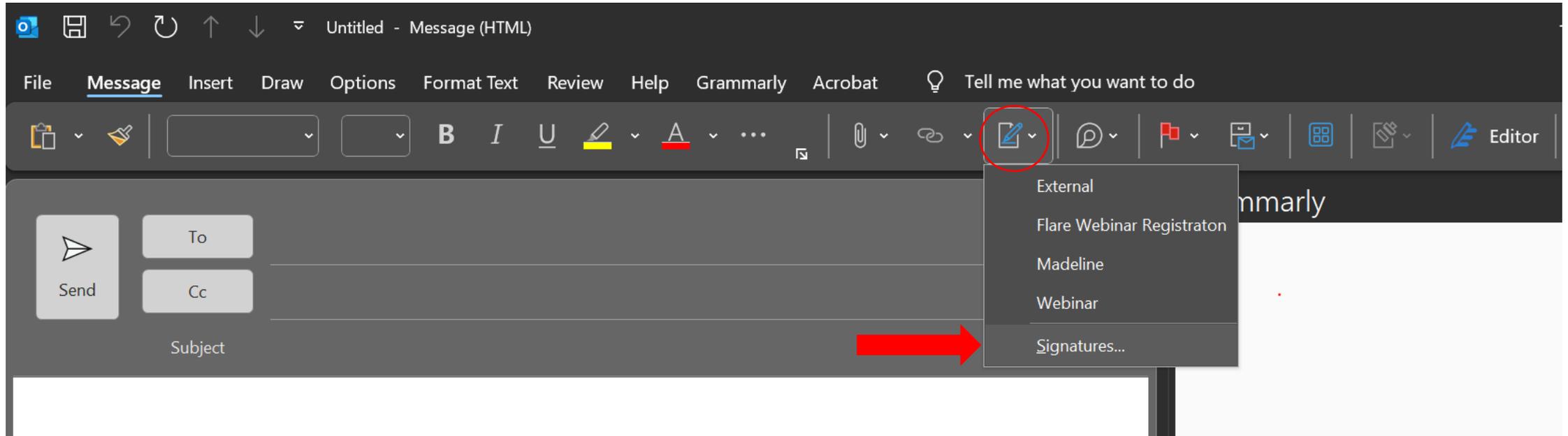
Step Five:

Open a New Email in Outlook or Search "signatures" in the searching bar.

The image shows two screenshots of the Microsoft Outlook interface. The left screenshot shows the 'Home' ribbon with the 'New Email' button circled in red. A red arrow points from this button to the right screenshot. The right screenshot shows the search results for 'signatures'. The search bar at the top contains 'signatures'. The results are displayed in a list view. The 'Actions' section at the bottom of the results is circled in red, and the 'Signatures...' option is highlighted. A red arrow points from the 'New Email' button to the 'Signatures...' option.

Step Six:

Click the Signature icon and then **select** Signatures in the dropdown menu.



Step Seven:

Under Select signature to edit, choose New.



Signatures and Stationery

E-mail Signature Personal Stationery

E-mail account: msturdivant@questel.com

Select signature to edit

- External Madeline

New

Delete

Rename

Edit signature

Calibri (Body) 11 B I U Automatic Business Card

Questel Madeline Sturdivant | Brand Marketing Manager
msturdivant@questel.com | www.linkedin.com/in/madeline-sturdivant
questel.com | momingtrans.com | doelegal.com | Work: +1-317-397-0256

Save Get signature templates

Choose default signature

New messages: Madeline

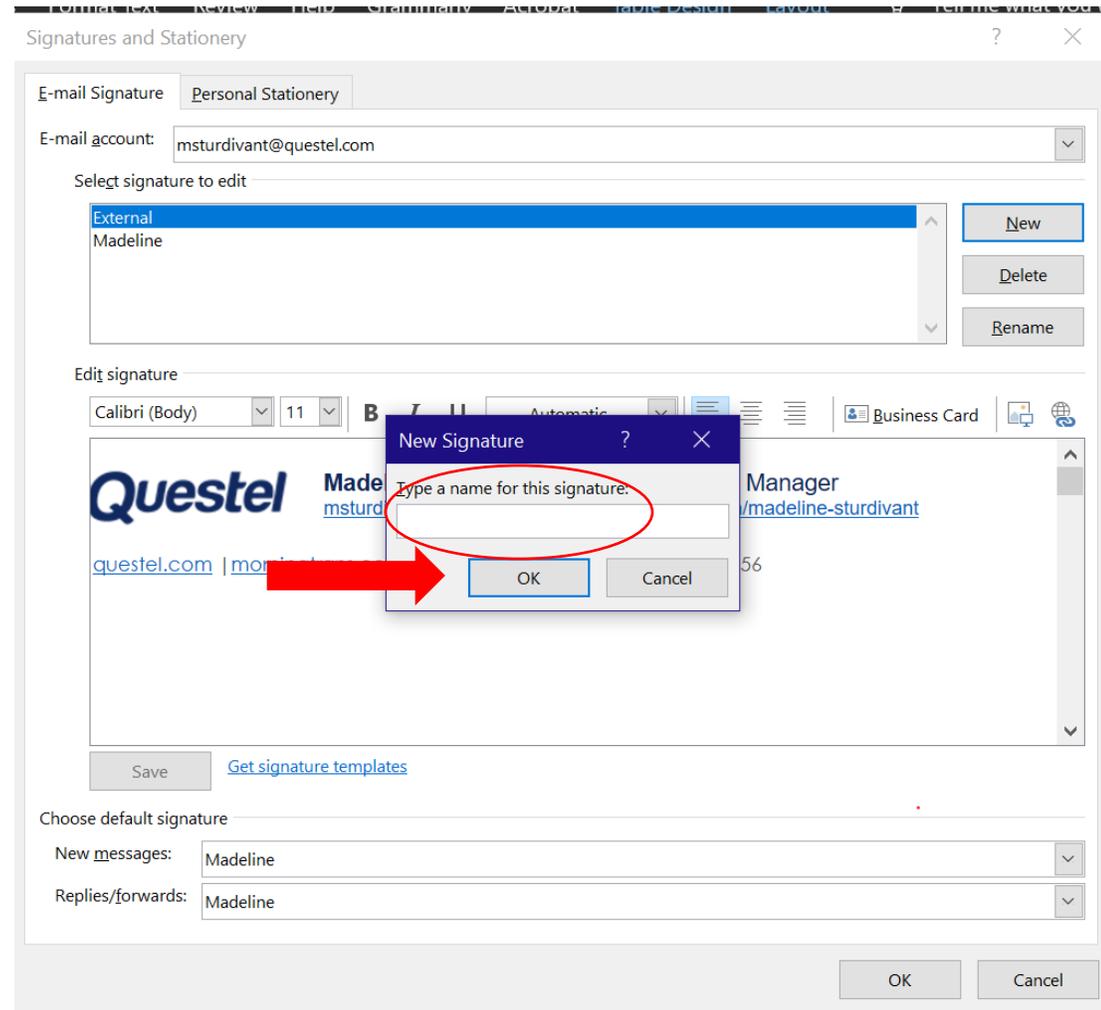
Replies/forwards: Madeline

OK Cancel

Step Eight:

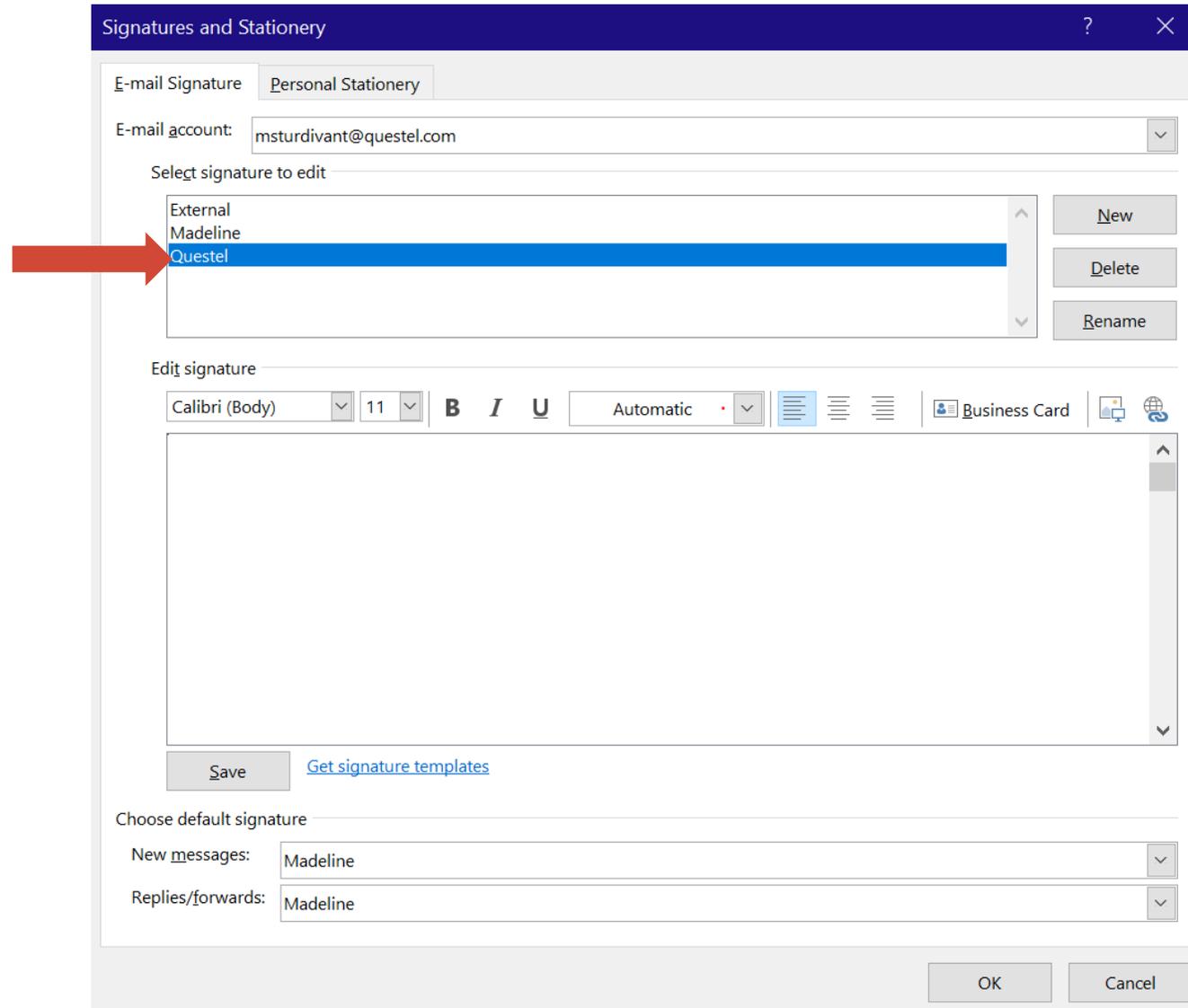
In the New Signature dialog box, type in a name for your new signature. Then click OK.

Note: Do not Copy & Paste the New Signature name in the dialog box. You will copy over the Questel Morningside Signature in your clipboard. This will override the action taken in Step Four.



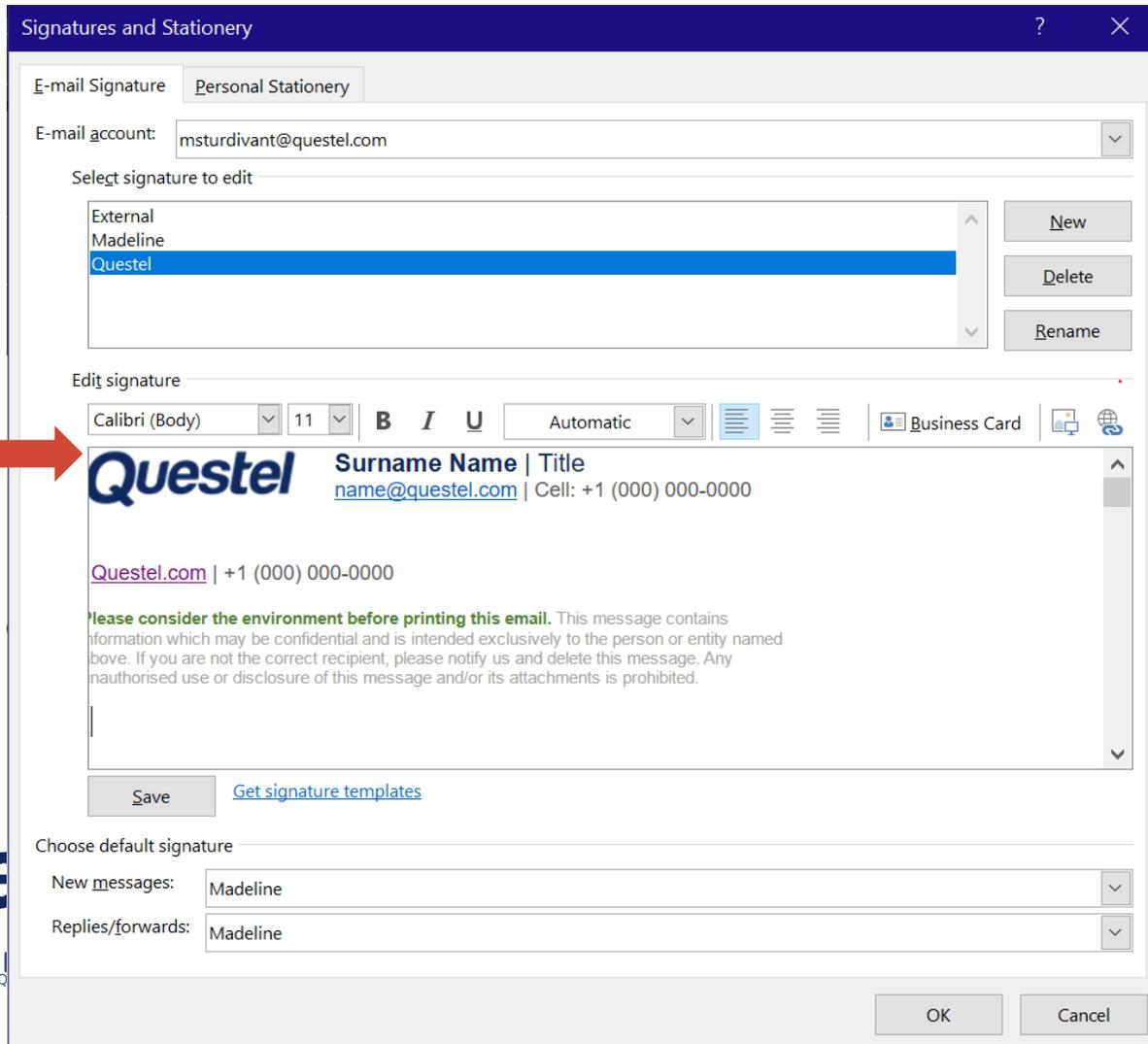
Step Nine:

Make sure the signature you want to create is selected in blue.



Step Ten:

Under Edit Signature please **Paste (ctrl+v)** the copied signature from your clipboard.



Note: If after Step 10 is completed and you **are not** seeing the New Morningside Questel Signature **because something else was pasted in the editing box**, please do as follows:

1. Close out Signatures and Stationery by selecting 'Cancel'
2. **Return** to the Downloaded email from Step 4 and **complete** Step 5.
3. **Re-Open** New Email from Step 6 and **complete** Steps 7 through 11.

Step Eleven:

Update the new signature with your First and Last Name, Current Title, Email (first initial, last name with new domain @questel.com) , & Your Cell or Work Phone

Signatures and Stationery

E-mail Signature Personal Stationery

E-mail account: msturdivant@questel.com

Select signature to edit

- External
- Madeline
- Questel**

New
Delete
Rename

Edit signature

Arial 7.5 B I U Business Card

 **Madeline Sturdivant | Brand Marketing Manager**
msturdivant@questel.com | Cell: +1 317-984-0535

[Questel.com](#) | +1 317 397 0256

Please consider the environment before printing this email. This message contains information which may be confidential and is intended exclusively to the person or entity named above. If you are not the correct recipient, please notify us and delete this message. Any unauthorised use or disclosure of this message and/or its attachments is prohibited.

Save Get signature templates

Choose default signature

New messages: Madeline

Replies/forwards: Madeline

OK Cancel

Step Twelve:

Under Choose default signature, open the New Messages dropdown menu and select your newly named signature. Do the same for Replies/forwards.

The image shows a screenshot of an email client's settings window. The window is titled "Choose default signature". It contains two dropdown menus. The first dropdown menu is labeled "New messages:" and currently shows "Madeline" selected. The second dropdown menu is labeled "Replies/forwards:" and also shows "Madeline" selected. Two red arrows point to these dropdown menus. Below this, a larger screenshot shows the same settings window with the "Replies/forwards:" dropdown menu open, displaying a list of options: "(none)", "External", "Madeline", and "Questel". A red arrow points to the "Questel" option, which is highlighted in blue.

Step Thirteen:

Your New Signature & Default settings are updated. Now Save your New Signature and select OK.

Signatures and Stationery

E-mail Signature Personal Stationery

E-mail account: msturdivant@questel.com

Select signature to edit

- External
- Madeline
- Questel**

New Delete Rename

Edit signature

Arial 7.5 B I U [Color] [Background Color] [Text Color] [Text Color] [Text Color] Business Card [Image] [Image]

Questel Madeline Sturdivant | Brand Marketing Manager
msturdivant@questel.com | Cell: +1 317-984-0535

Questel.com | +1 317 397 0256

Please consider the environment before printing this email. This message contains information which may be confidential and is intended exclusively to the person or entity named above. If you are not the correct recipient, please notify us and delete this message. Any unauthorised use or disclosure of this message and/or its attachments is prohibited.

Save Get signature templates

Choose default signature

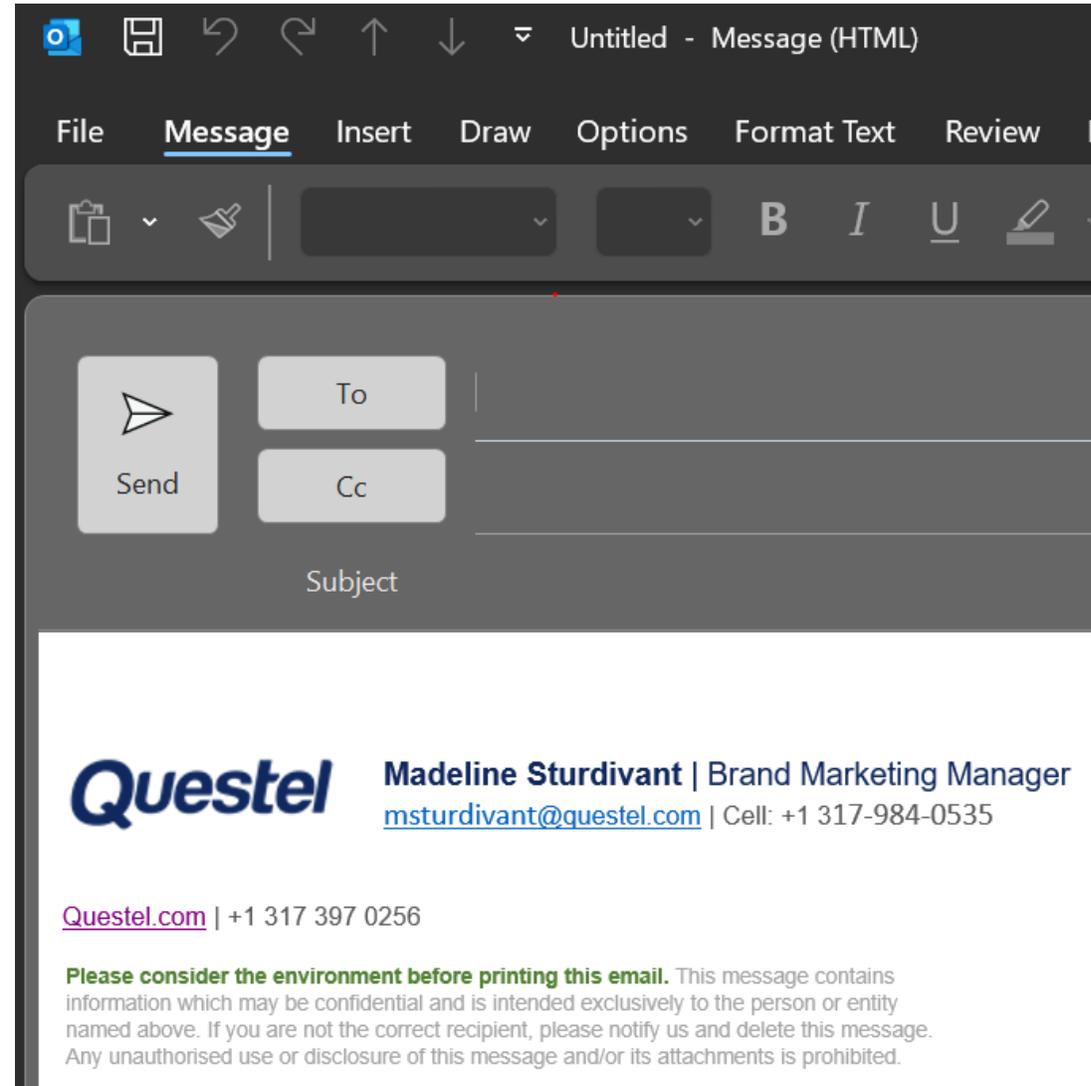
New messages: Questel

Replies/forwards: Questel

OK Cancel

Step Fourteen:

Open a New Email. Your new signature should automatically appear.



A young woman with long brown hair is smiling broadly with her arms raised in a celebratory gesture. She is wearing a light blue top with white polka dots. The background is a bright, solid yellow. Numerous colorful confetti pieces in shades of red, cyan, and yellow are scattered throughout the scene, appearing to fall around her. The overall mood is joyful and triumphant.

You Did It!