Fill in your details in the signature template below,

highlight the text in the signature, then:

Go to Insert > Links > Link:

Graphical user interface, application

Description automatically generated

Add your email address as an email link: Add your Linkedin address - and x (opt):

Graphical user interface, text, application

Description automatically generated Graphical user interface, text, application

Description automatically generated

Best Regards,

[name]  |  [title]

[[email.name]@quantela.com](mailto:jennifer.labrie@quantela.com)

M: XXX-XXX-XXXX

Connect with me: [LinkedIn](https://www.linkedin.com/in/)  |  [x](https://twitter.com/)

[A black and white sign

Description automatically generated with low confidence](http://www.quantela.com/)

Follow Quantela: [LinkedIn](https://www.linkedin.com/company/13333885)  |  [x](https://x.com/quantelainc)  |  [quantela.com](https://www.quantela.com/)

A white rectangular label with blue text

Description automatically generated

1. After changing to your name, title, email, phone
2. To add signature, go to (icon) settings > Search : “Signature”
3. Click on “Email signature”
4. Copy and Paste email signature into panel
5. Place cursor in line above “Follow Quantela”
6. Click “Insert Pictures Inline”

Graphical user interface, text, application, email

Description automatically generated

1. Download logo here: https://quantela1.sharepoint.com/:i:/s/QuantelaMarketingDepartment/Ef6NGYxZINJNrNkYYtRjMlkBvk4JAMFm6qwCSGU6JqAmEg?e=Z3rtJ8
2. Select the Quantela Logo file from your computer
3. Resize the logo as shown in the sample below

A close-up of a logo

Description automatically generated

1. Select the Quantela logo and add a hyperlink: <http://www.quantela.com/>
2. Download the CMMI Logo here:
3. Do not change the size of the CMMI logo.
4. Select the CMMI logo and add a hyperlink: https://pars.cmmiinstitute.com/appraisals/73220
5. Select “Automatically include my signature on new messages the I compose”
6. Choose your default response: Reply\* (recommended) / Reply All
7. View other options and make selections
8. Click Save