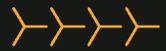
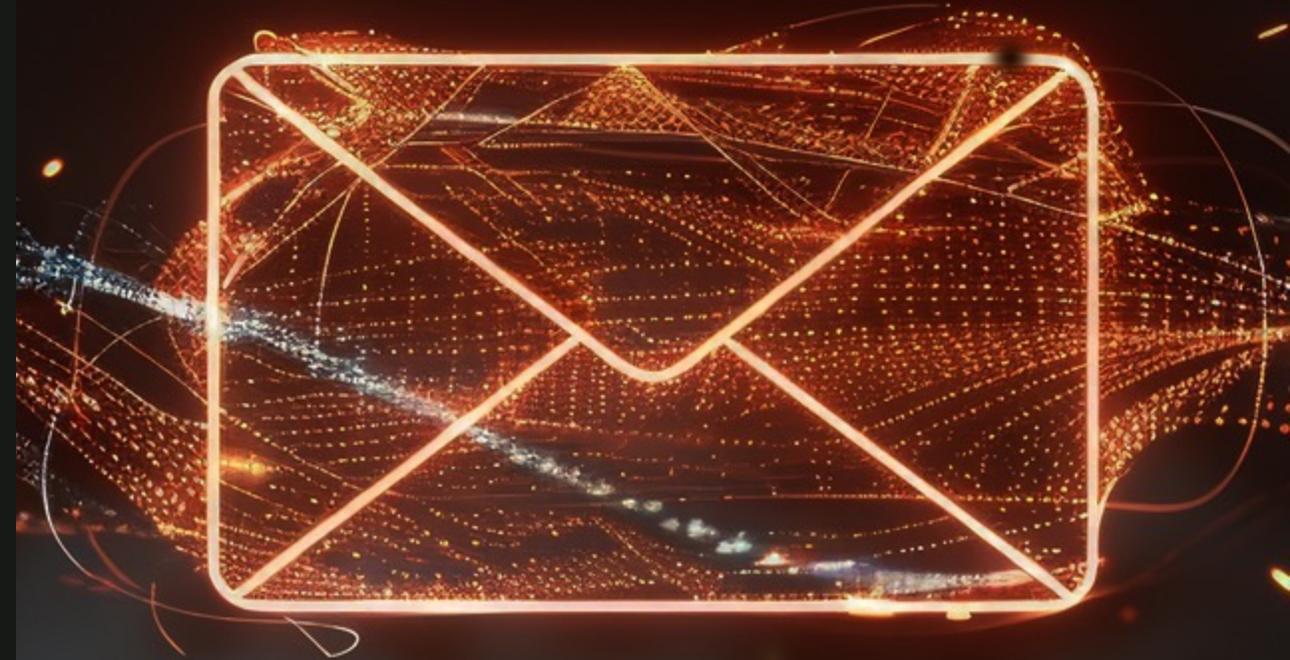




# Email signature



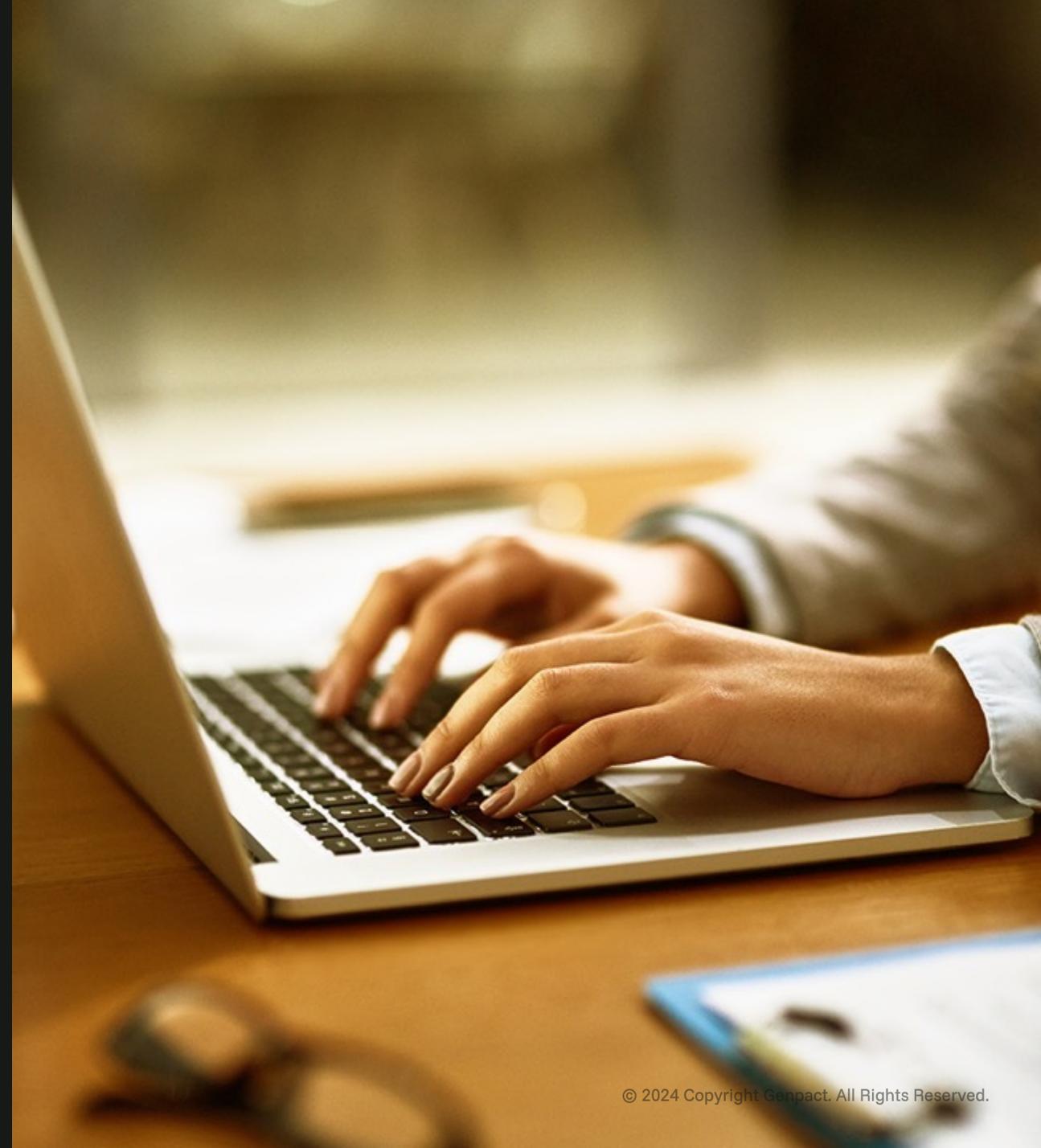
Set-up Outlook email signature template





# Agenda

- New email signature
- Creating email signature stationery
- Applying the Funnel Sans font in MS Outlook





# New email signature

This is our new global template for all Genpact email signatures.

- Please do NOT modify font colors, point sizes, or add any visuals, slogans, or departmental logos.
- With Genpact's 20th anniversary in 2025, this email signature can be used throughout the year. In the coming weeks, we will share alternative versions of the celebratory images that will be festive, promote the 20th anniversary, and add color.

**Firstname Lastname**

Job title - Department  
000 0000 0000

—

Official address - line 1

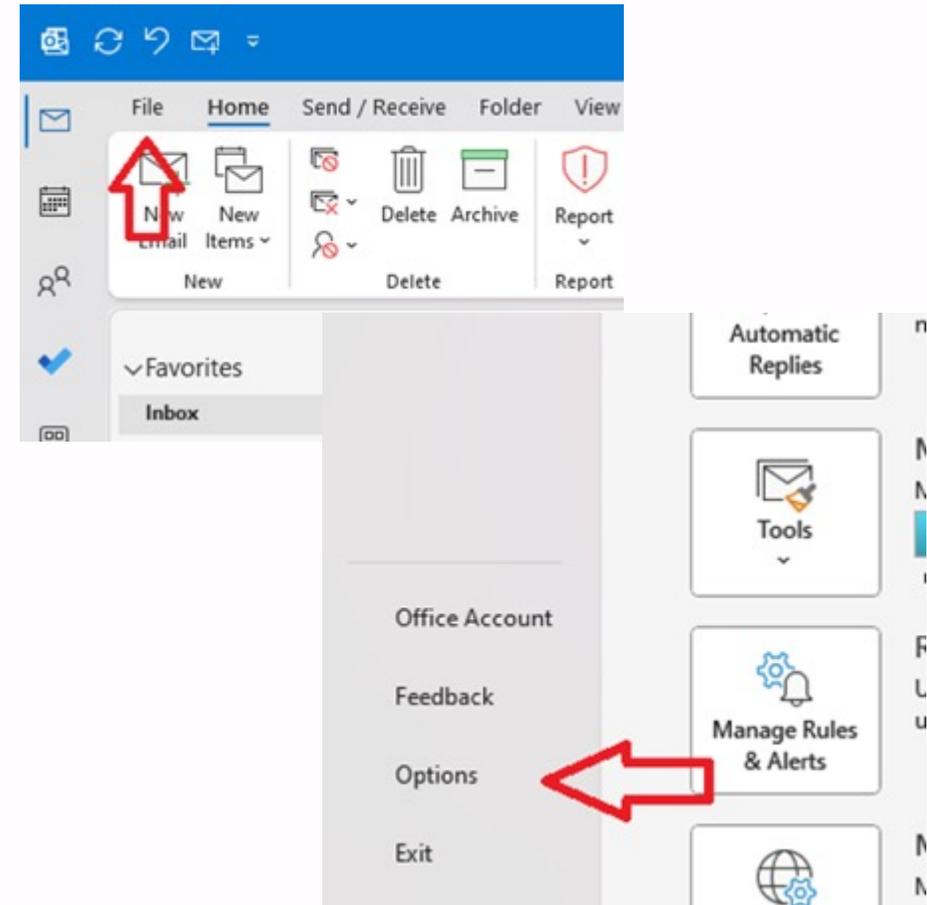
Official address - line 2: Road/Street, City/Country, Code





# Apply email signature to stationery

From the main top navigation, click on 'File' and scroll down the page to the left navigation bar, where you will find 'Options'.





# Apply email signature to stationery

Once in the options section, click 'Mail' and then click 'Stationery and Fonts'.

The screenshot displays the Outlook Options dialog box. The left-hand navigation pane shows a list of categories: General, Mail, Calendar, Groups, People, Tasks, Search, Language, Accessibility, Advanced, Customize Ribbon, Quick Access Toolbar, and Add-ins. A red arrow points to the 'Mail' option. The main content area is titled 'Outlook Options' and shows 'General options for working with Outlook.' Below this, there are sections for 'Cloud storage options' (with a checked box for 'Store my Outlook settings in the cloud') and 'Compose messages'. The 'Compose messages' section includes options for editing settings, message format (HTML), text predictions, spelling and autocorrect, and signatures. A red arrow points to the 'Stationery and Fonts...' button at the bottom of the 'Compose messages' section.



# Apply email signature to stationery

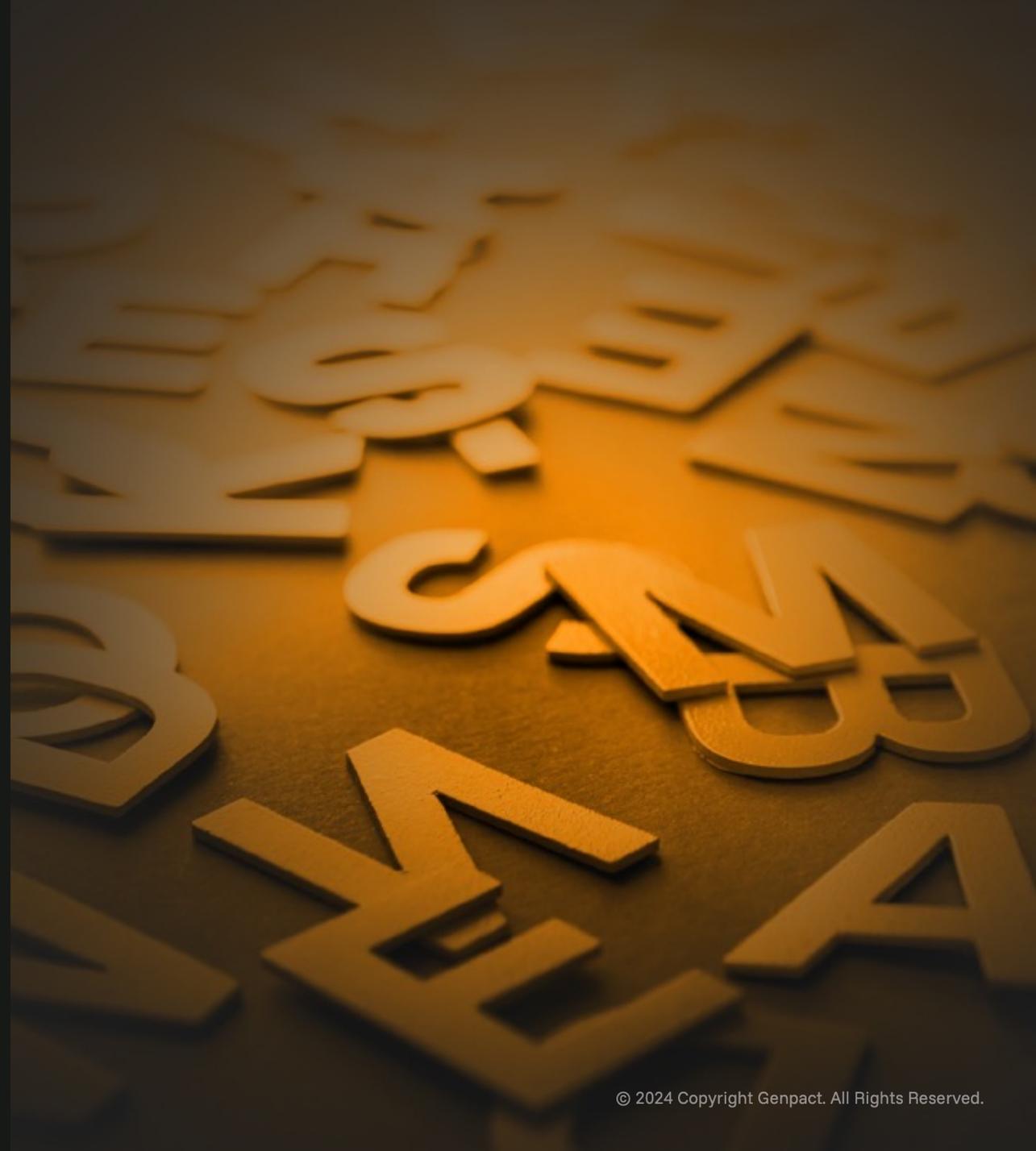
Select the 'Email Signature' tab and create a template name. Copy and paste the email signature format (including logo) from above and populate it in the template box. Edit your contact information and save your stationery.

The screenshot shows the 'Signatures and Stationery' interface. At the top, there are two tabs: 'E-mail Signature' (selected) and 'Personal Stationery'. Below the tabs, the 'E-mail account' is set to 'Henry.Sanchez1@genpact.com'. A red arrow points to the 'Select signature to edit' dropdown menu, which is currently open and shows two options: 'Henry 20th Anniversary Sig' (highlighted in blue) and 'Henry Sig'. Below the dropdown, there are two 'Edit signature' sections. The first section shows a font of 'Funnel Sans' and a toolbar with 'B', 'I', 'U', and 'Automatic' options. The second section shows a font of 'Funnel Sans Medi' and a toolbar with 'B', 'I', 'U', and a color selection dropdown. The second section also includes a 'Business Card' icon and a 'Rename' button. The main content area of the second section contains the following text: 'Firstname Lastname', 'Job title - Department', '000 0000 0000', 'Official address - line 1', and 'Official address - line 2: Road/Street, City/Country, Code'. At the bottom, there are 'Save' and 'Get signature templates' buttons.



# Funnel Sans font

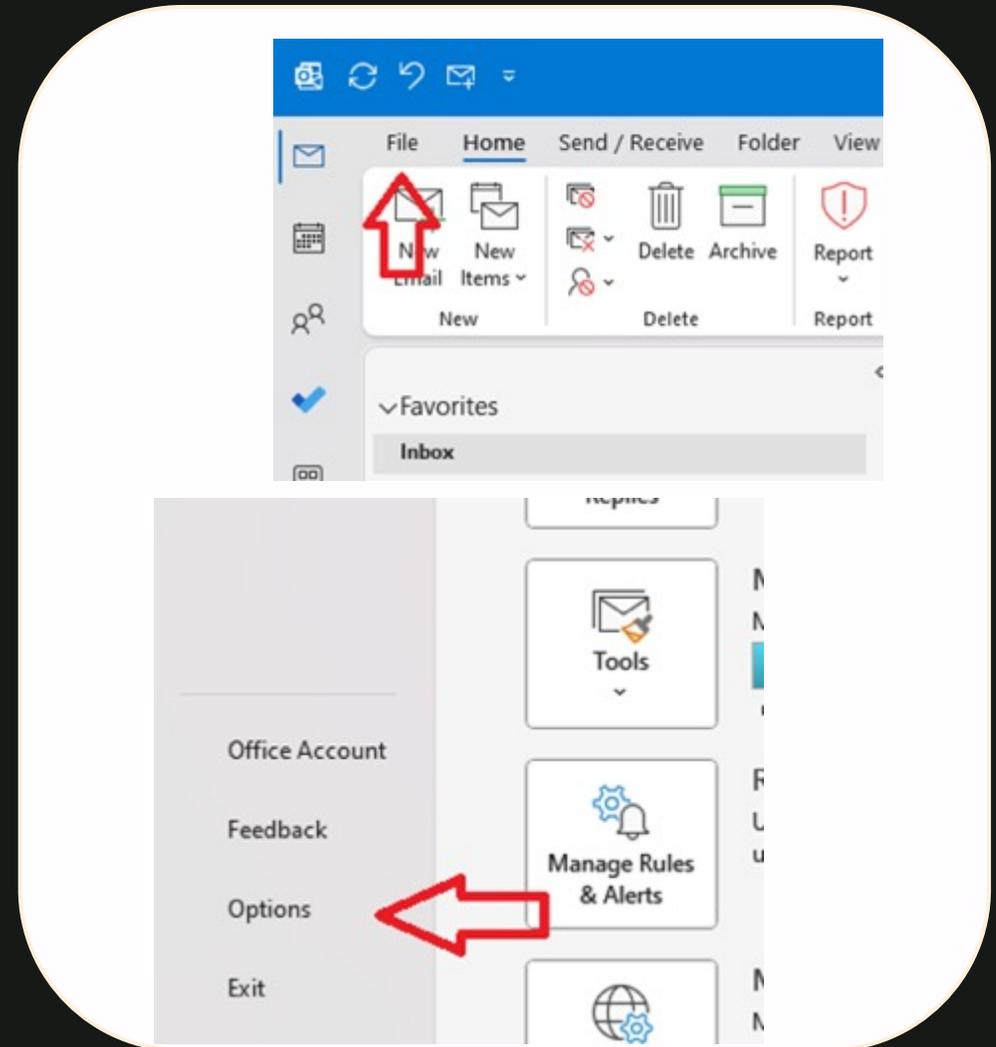
Applying font to Outlook





# Updating **Funnel Sans** font to Outlook emails<sup>8</sup>

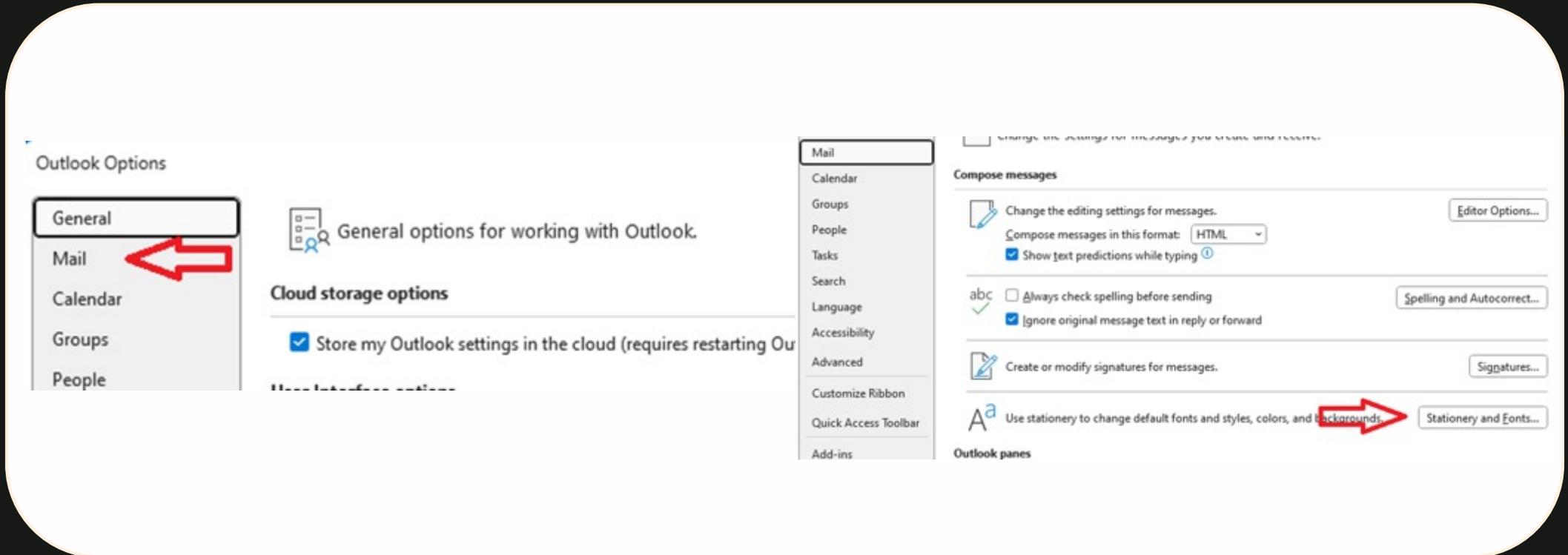
From the main top navigation, click on 'File' and scroll down the page to the left navigation bar, where you will find 'Options'.





# Updating **Funnel Sans** font to Outlook emails<sup>9</sup>

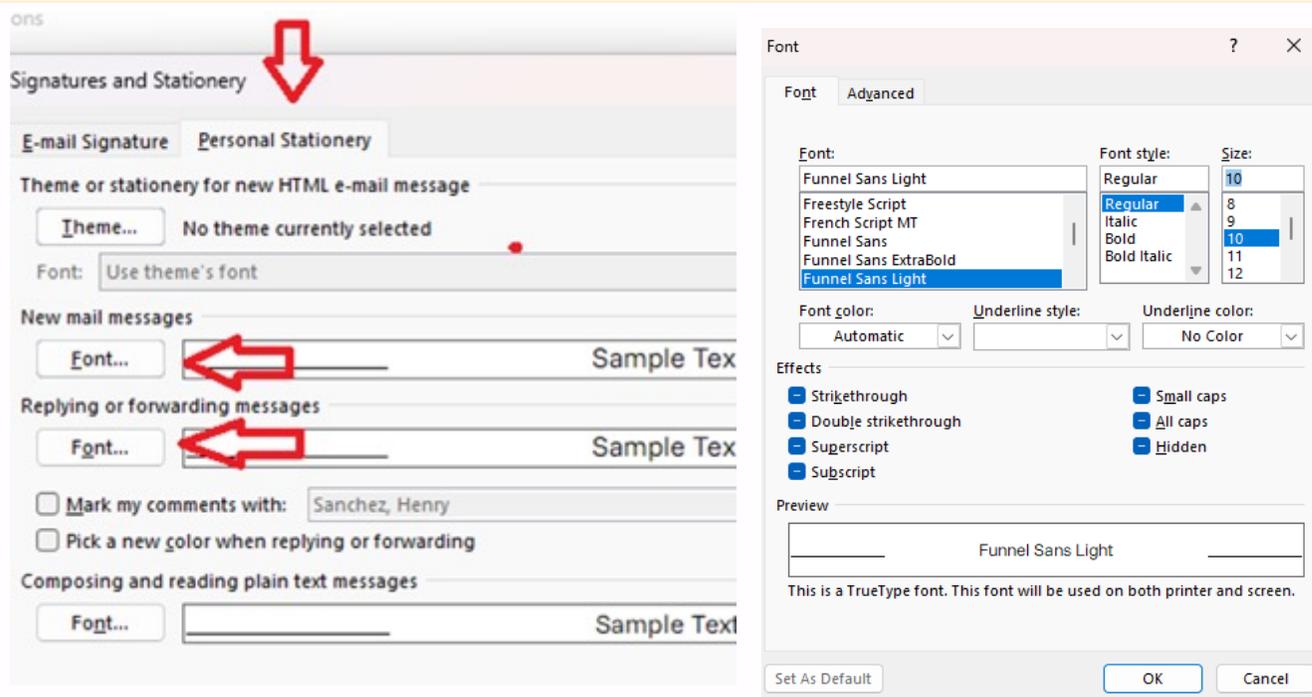
Once in the options section, click 'Mail' and then click 'Stationery and Fonts' option button.





# Updating **Funnel Sans** font to Outlook emails

Select Personal Stationery and select the Funnel Sans font from the dropdown menu. Keep the settings to Regular and 10 pt. for the 'New Mail messages' and 'Replying or forwarding messages' sections.





# Thank you

