Email Signature

DETAILED INSTRUCTIONS

Included here are detailed instructions on how to customize or add your own email signature.

ALL HIGHLIGHTED TEXT indicates how to find the same or relevant information on the **Excel Agent Portal**.

Feel free to reach out for further assistance.

THE EXCEL TEAM
Pleasanton Office

7031 Koll Center Parkway, Suite 190
Pleasanton, CA 94566
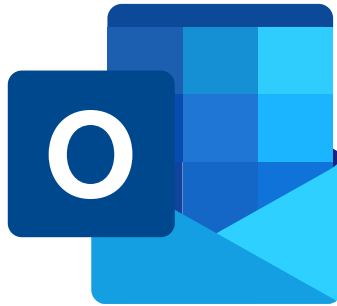Telephone: 925.398.6808
www.TeamERM.com/Agent-Portal

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HOW TO APPLY A CUSTOM SIGNATURE TO YOUR EMAIL CLIENT

Clickable HTML Version

HOW TO APPLY TO YOUR EMAIL CLIENT

STEP 1
Open the email I sent you containing the Final Copy of your Email Signature. Attached is the HTML source code file.

STEP 2
Download the file and open it. It will open a browser tab showing your signature.

STEP 3
Press CTRL + A (Windows) or CMD + A (MAC) to select the entire signature. Then right click and select copy or press (CTRL/CMD+C).

STEP 4
Go to Gmail.com and click the settings button.

STEP 5
Under the GENERAL tab, scroll down to the SIGNATURE section.

STEP 6
Select CREATE NEW and add a name for your signature.

STEP 7
Inside the editor, paste your signature. (CTRL/CMD + V).

STEP 8
Update the signature defaults.

STEP 9
Scroll down to the bottom of the page to save your settings.

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STEP 4

Open the Oulook App or go to Outlook.com and click the settings button.

STEP 5

Type Email Signature.

STEP 6

Inside the editor, paste your signature. (CTRL/CMD + V).

STEP 7

Save changes.

Using it on

STEP 1

Open the email I sent you containing the Final Copy of your Email Signature. Attached is the HTML source code file.

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Press CTRL + A (Windows) or CMD + A (MAC) to select the entire signature. Then right click and select copy or press (CTRL/CMD+C).

STEP 4

Open the Apple Mail App and go to Preferences.

STEP 5

Go to the signature tab. Select the email you want to use it with. Uncheck the option "**Always match my default message font**." Press (CTRL/CMD+V) to paste your signature.

Seeing the empty boxes is normal. Just make sure that you have an end greeting typed in for the system to save the new signature.

STEP 6

Finalize changes and exit the preference window.

FOR THE AGENT PORTAL PASSWORD OR OTHER QUESTIONS CONTACT TOSHINA PRASAD AT:

TOSHINA@ERMREALTY.COM

or at 925.398.6808 x111

You may find this file and other helpful tools and resources on the **Excel Agent Portal** at:

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