COOLSYS AND SUB-BRANDS

REPLACING EMAIL SIGNATURE INSTRUCTIONS

Untitled - Message (HTML

Q

t

- Select the entire new email signature block template (logo and contact info).
 Then press (CTRL +C) to copy.
 John Doe Job Title m: 123.456.7890 | p: 123.456.7890 | m: 123.456.7890 | to copy.
- 2. Open a new email message.
- On Message tab, press Signature.
 Then select Signatures

	Signatures and Stationery
 Under Select signature to edit, choose New. 	E-mail Signature E-mail Signature Select signature E-mail @count: AARodriguez@sourcerefrigeration.com New messages: Ashley Replies/forwards: (none)
	Delete New Save Bename Edt signature Caltor IOS B I I Caltor IOS B I I I

Bcc...

INSERT OPTIONS FORMAT TEXT REVIEW

в *I* <u>U</u> <u>*</u>Z • <u>A</u> • <u>≡</u> ≡ ≡ ∈

Calibri (Bc - 11 - A A) := - := - 🖗 📑 💞 🔊

NITRO PRO

ADORE PD

1 💆 📝

23 9 Signatures and Stationery 5. In the New Signature dialog box, E-mail Signature Personal Stationery type a name for the signature. X Choose default signature New Signature 2 E-mail account: AARodriguez@sourcerefrigeration • Type a name for this signature: Then click OK. Ashley New messages: olSvs • Replies/forwards: (none) OK Cancel Edit signature Calibri ▼ 10.5 ▼ B I U 💌 🗐 🚍 🗧 🔺 🖺 Business Card 🛛 🙀 🚯 •

COOLSYS AND SUB-BRANDS

REPLACING EMAIL SIGNATURE INSTRUCTIONS (cont.)

- E-mail Signature Personal Stationery 6. Under Edit signature, click inside Select signature to edit Choose default signature E-mail account: AARodriguez@sourcerefrigeration.com Ashley • the empty space. Press (CTRL + V) New messages: • Ashley Replies/forwards: to paste new signature template. • (none) Delete Save Edit signature Calibri (Body) ▼ 11 ▼ B I U Automatic 💌 🗐 🚍 🔳 📓 Business Card 🛛 🙀 🚯 John Doe • = Job 7786 m: 123.456.7890 | p: 123.456.7890 145 S. State College Blvd. Ste. 200, Brea, CA 92821 www.coolsys.com oolsys 7. Replace the John Doe name, Job Title, and phone numbers with your information. (Note: Per brand guidelines, do not change or modify font, size, color, gnatures and Stationery logo, or add extra verbiage to email E-mail Signature Personal St signature block). Select signature to edit Choose default signature E-mail account: AARodrig Ashley -New mes • CoolSys 8. Next, choose default signature Re Edit signature by going to New message: ▼ 11 ▼ B I U 💽 🚍 🗏 🔳 Business Card 🛛 🔂 Calibri (Body) Automatic John Doe Job Title m: 123.456.7890 | p: 123.456.7890 445 S State College Blvd. Ste. 200, Brea, CA 92821 click on drop down menu and olsus select the name you gave your new signature. OK Cancel 9. Click on Personal Stationery tab. E-mail Signature Personal Stationery Set the following: Theme or stationery for new HTML e-mail messag Iheme... No theme currently selected Theme: No them currently selected. Font: Use theme's font New mail messages Font: Color must be set to black. Sample Text Font... olying or forwarding messag Font... Sample Text Mark my comments with: Pick a new color when replying or forwarding osing and reading plain text messages Sample Text Font... OK Cancel 10. Click OK to close and save.
- When you open a new email, the new signature should appear as the default email.