

Personalise your outgoing email signatures

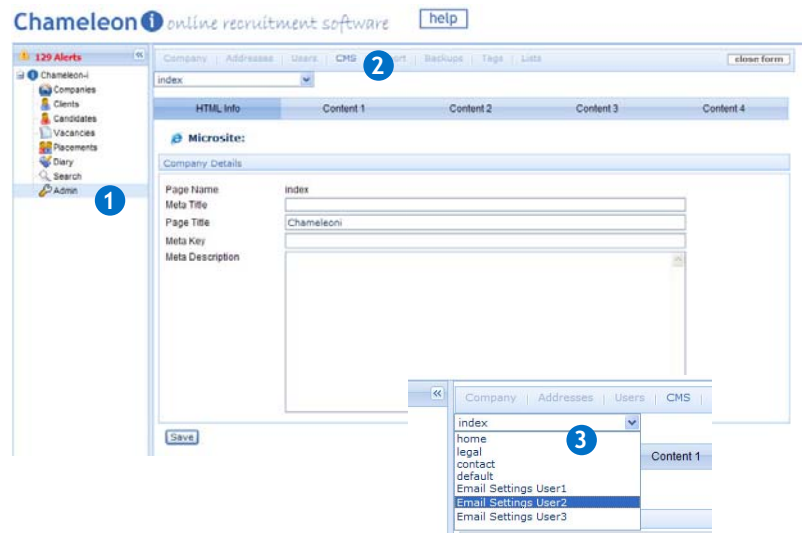
1 Select the **admin** tab from the smart navigation tree menu.

2 Select the **CMS** button to open up the content management system.

3 From the drop down box select the name of the user whose signature you would like to edit.

Tip: For customers with an integrated website the drop down box will also contain references to pages within the site.

4 Once the user is selected, the page will default to the **HTML information** tab. This information doesn't need to be edited for an email signature.



Email header

1 If you require a header for your email signature ie. Logo, then select **content 1**.

2 From the drop down box select the name of the user whose header you would like to edit.

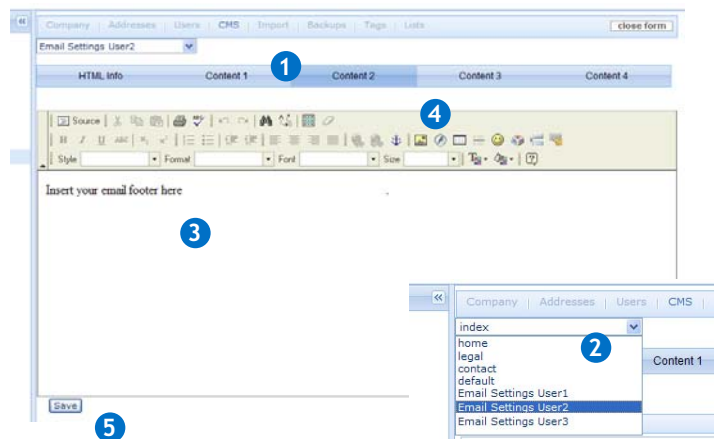
3 Enter the content of your email header in the space marked 'Insert your email header here' and edit the text using the CMS control panel. If you prefer you can select **source** to edit the HTML code directly.

4 To add images, ie. Logo then select the **insert/edit image** icon from the CMS control panel.

5 Ensure you select **save**, to implement the changes.

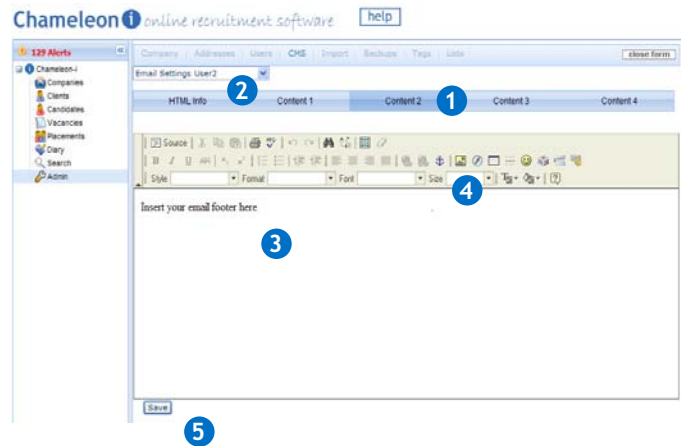
Tip: We suggest you send a test email to ensure the changes are to your satisfaction. To do this create a test candidate record, enter your email address as the contact and send an email to your test candidate.

6 Repeat this process for each user by selecting from the drop down box.



Email footer/signature

- 1 To create an email signature select **content 2**, this opens up an editing window.
- 2 From the drop down box select the name of the user whose signature you would like to edit.
- 3 Enter the content of your email signature by overwriting the text 'Insert your email footer here' and edit the text using the CMS control panel. If you prefer you can select **source** to edit the HTML code directly.
- 4 To add images, ie. Logo then select the **insert/edit image** icon from the CMS control panel.
- 5 Ensure you select **save**, to implement the changes.
Tip: We suggest you send a test email to ensure the changes are to your satisfaction. To do this create a test candidate record, enter your email address as the contact and send an email to your test candidate.
- 6 Repeat this process for each user by selecting from the drop down box.



Default company email font

- 1 Select **content 1** and then **email font** from the drop down box.
- 2 Highlight the text, 'Set this text to the style of your choice, all email will be sent in this style' and make a font selection from the CMS control panel. This will automatically default the main text of all emails to the selected font style. This is a company wide setting.
- 3 Ensure you select **save**, to implement the changes.

