A cluster of colorful, 3D-style geometric shapes in shades of yellow, green, and blue, located in the top-left corner of the slide.

Email Signatures

For Smartermail & Outlook



SMARTERMAIL

Login to your Account

Click Settings

Click Signatures

The screenshot displays the SmarterMail user interface. At the top, a navigation bar contains several icons, with the gear icon for 'Settings' circled in red. On the left, a sidebar lists various settings categories, with 'Signatures' circled in red. The main area shows the 'User' settings panel, which includes a 'Change Password' button at the top. Below this are several input fields: 'Language' (set to English), 'Time Zone' (set to UTC-05:00 Eastern Time (US & Canada)), 'Reply-To Email Address', and 'Recovery Email Address'. The 'Plus Addressing' dropdown is set to 'Disabled'. At the bottom, the 'Notifications' section has two toggle switches: 'Calendar reminders' and 'New emails', both of which are turned on.



SMARTERMAIL

Enter the information you want:

Your Name, address, email, phone, etc.

There are simple settings for Bold, Italic and Underline.

If you want more extensive settings, click the plus sign for more.

Signature ?

Name *
Primary Signature

B *i* U   

Your Name
YourEmail@YourDomain.com
724-123-1234
Any other text you want to add



SMARTERMAIL

Enter the information you want:

Your Name, address, email, phone, etc.

There are simple settings for Bold, Italic and Underline.

If you want more extensive settings, click the plus sign for more. Including the ability to change the font, font size, and color.

Click Save

NOTE: The choice of fonts is limited to fonts that appear the same on all computers.

Signature ?

Name *
Primary Signature

B i U [Strikethrough] [Bulleted List] +

Your Name
YourEmail@YourDomain.com
724-123-1234
Any other text you want to add

Save

Signature ?

Name *
This field is required.

B i U [Strikethrough] [Bulleted List] [Numbered List] [Indent] [Outdent] [Font Color] [Background Color] [Text Color] [Text Background Color] [Link] [Unlink] [Table] -



SMARTERMAIL

Adding an image (logo) to your signature

Adding an image to your signature is possible but requires:

- An image that is stored online (like on your website or a 3rd party website like Facebook).
- Some knowledge of HTML

Signature



Name *

Primary Signature



```
<div>Jane Noel</div>
<div>Chroma Studios</div>
<div></div>
<div><a href="mailto:jane@chroma-
marketing.com">jane@chroma-marketing.com</a></div>
<div>724-523-3001</div>
```

Cancel

Delete

Save



SMARTERMAIL

- Click on the code symbol to see the code for the information already entered.
- Place your image tag with the link from your online image.
- `<div></div>`
- If your image is not the right size, you may need to add the width or height to the image. EX: `width="200" height="auto"`

Signature



Name *

Primary Signature



```
<div>Jane Noel</div>
<div>Chroma Studios</div>
<div></div>
<div><a href="mailto:jane@chroma-marketing.com">jane@chroma-marketing.com</a></div>
<div>724-523-3001</div>
```

Cancel

Delete

Save



SMARTERMAIL

- Click on the code symbol to return to the visual view and you should see your image.
- Save
- For more information:
- <https://help.smartertools.com/smartermail/current/topics/user/settings/mysettings/signatures.aspx>

Signature ?

Name *
Primary Signature

B *i* U ~~ABC~~ ↶ ↷ A ▾ AA ▾ A  

“ ” < >        

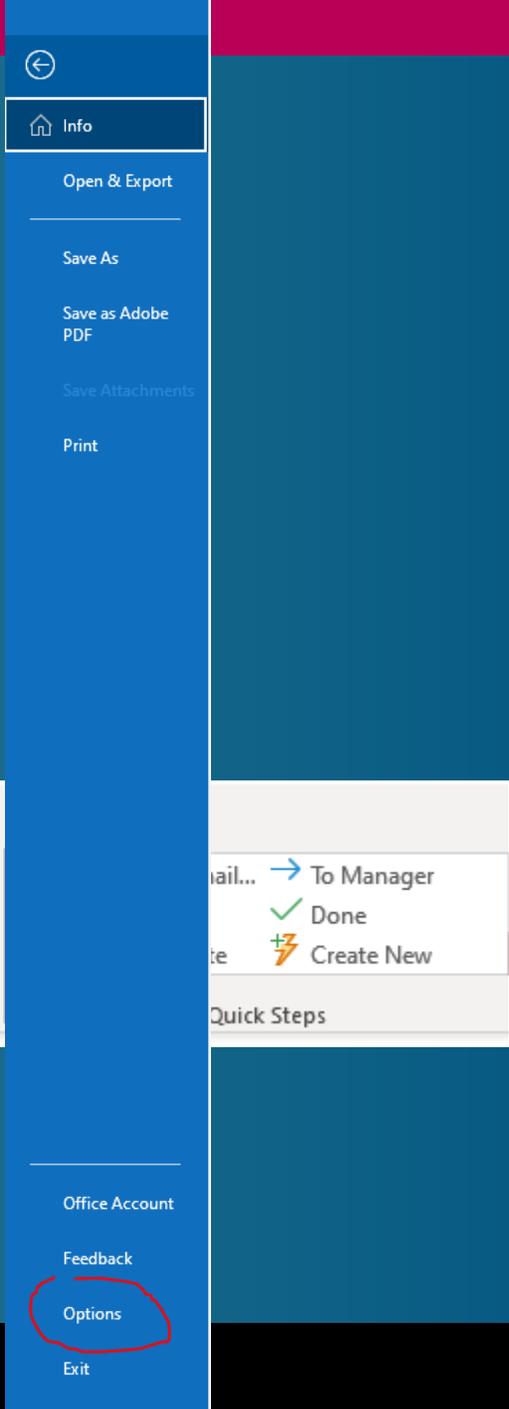
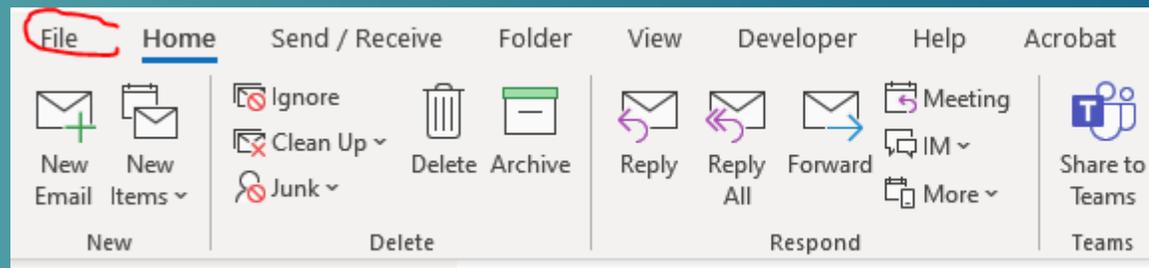
    

Jane Noel
Chroma Studios

jane@chroma-marketing.com
724-523-3001

Outlook

- This process can vary from version to version. One thing you can do is search “Signature” in Help.
- For current versions of Outlook (as of this writing)
 - File
 - Options



Outlook

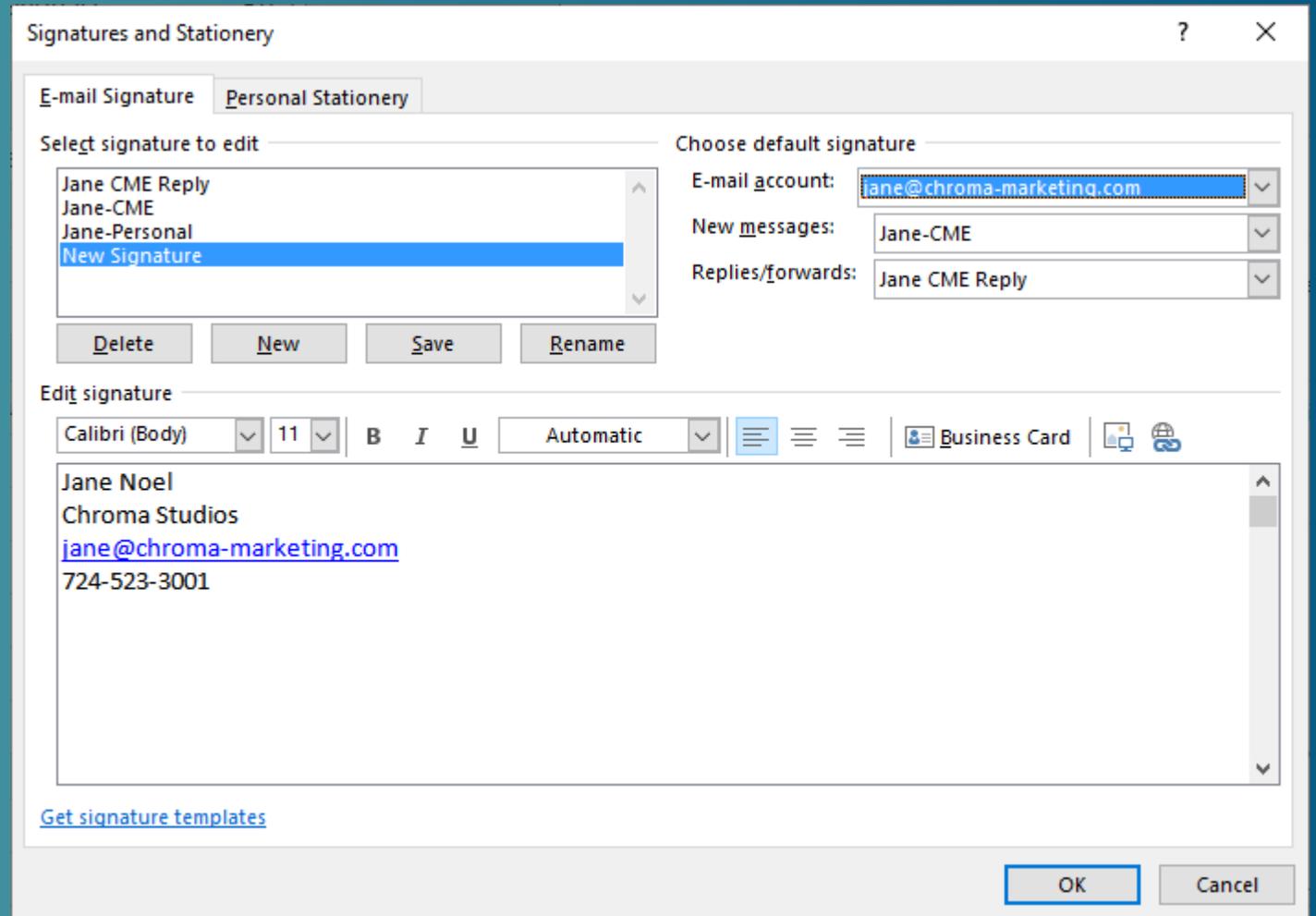
- Choose Mail
- Choose Signatures
- Click New
- Enter a name for your signature (like Primary Signature or Reply To Signature) and click OK.

The image shows a screenshot of the Outlook Options dialog box with the 'Mail' tab selected (marked with a red '1'). The 'Signatures and Stationery' dialog box is open, showing the 'E-mail Signature' tab. The 'Select signature to edit' list contains 'Jane CME Reply', 'Jane-CME', and 'Jane-Personal'. The 'New' button is highlighted (marked with a red '3'). A 'New Signature' dialog box is also open, prompting the user to 'Type a name for this signature:' (marked with a red '4'). The background shows the Outlook interface with a list of messages.



Outlook

- Choose what account this belongs to (if you have more than one account).
- Choose if it shows up automatically on new messages or replies/forwards.
- Change the font, color, size, and other formatting as desired.



The screenshot shows the 'Signatures and Stationery' dialog box in Outlook. It has two tabs: 'E-mail Signature' (selected) and 'Personal Stationery'. Under 'E-mail Signature', there is a list of signatures: 'Jane CME Reply', 'Jane-CME', 'Jane-Personal', and 'New Signature' (which is selected). Below the list are buttons for 'Delete', 'New', 'Save', and 'Rename'. To the right, under 'Choose default signature', there are three dropdown menus: 'E-mail account' (set to 'jane@chroma-marketing.com'), 'New messages' (set to 'Jane-CME'), and 'Replies/forwards' (set to 'Jane CME Reply'). Below these is the 'Edit signature' section, which includes a font face dropdown (set to 'Calibri (Body)'), a font size dropdown (set to '11'), and buttons for bold (B), italic (I), and underline (U). There is also a 'Business Card' button and a 'Get signature templates' link at the bottom left. The main text area contains the signature: 'Jane Noel', 'Chroma Studios', 'jane@chroma-marketing.com', and '724-523-3001'. At the bottom right are 'OK' and 'Cancel' buttons.



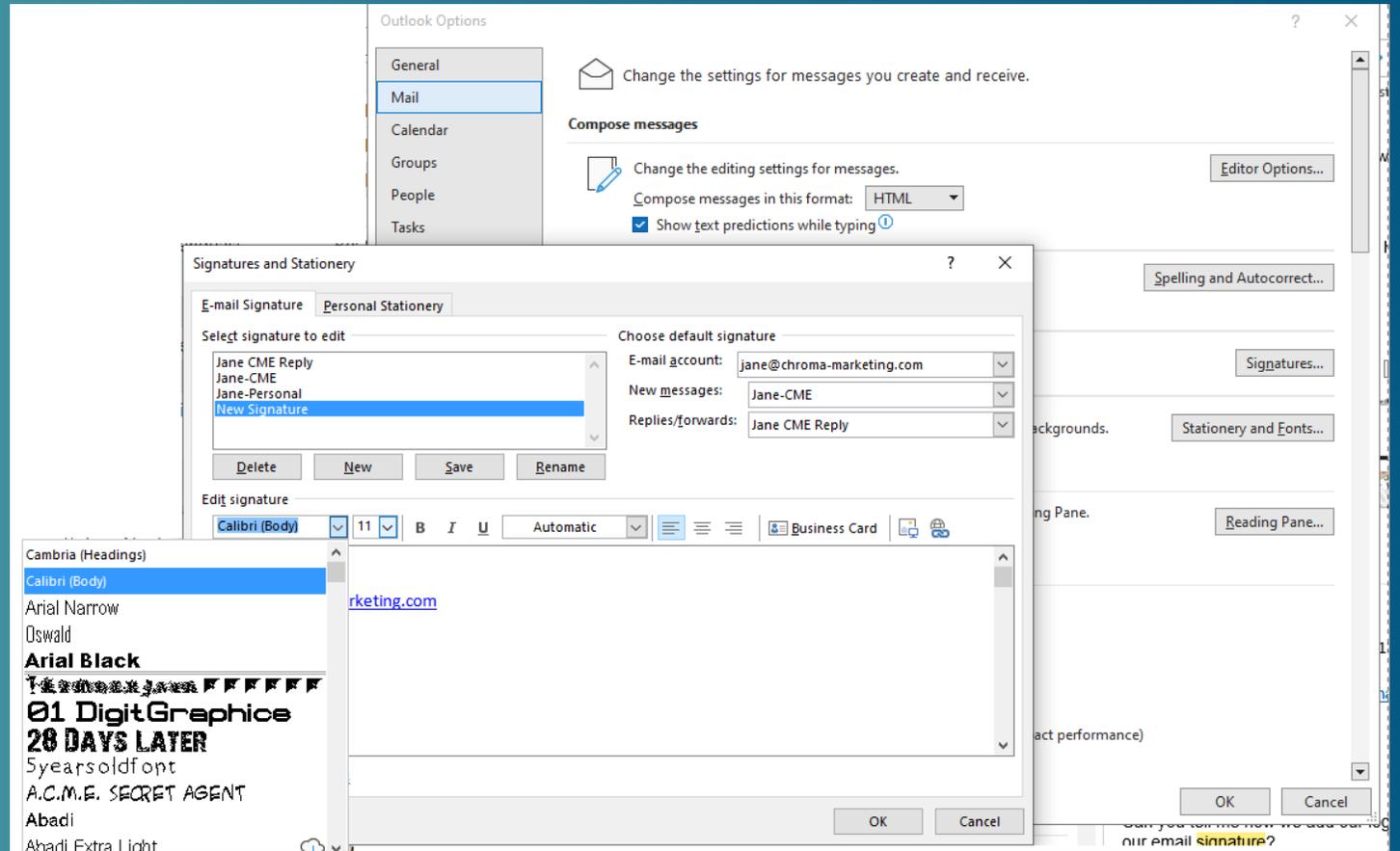
Outlook

An IMPORTANT NOTE ON FONTS.

Windows allows you to pick any font that is installed on your computer.

BUT UNLESS THE RECIPIENT ALSO HAS THAT FONT, it will not appear the same for them.

Stick to Web Safe fonts or Windows Safe fonts to be certain your signature looks the same for everyone.



Outlook

An IMPORTANT NOTE ON FONTS.

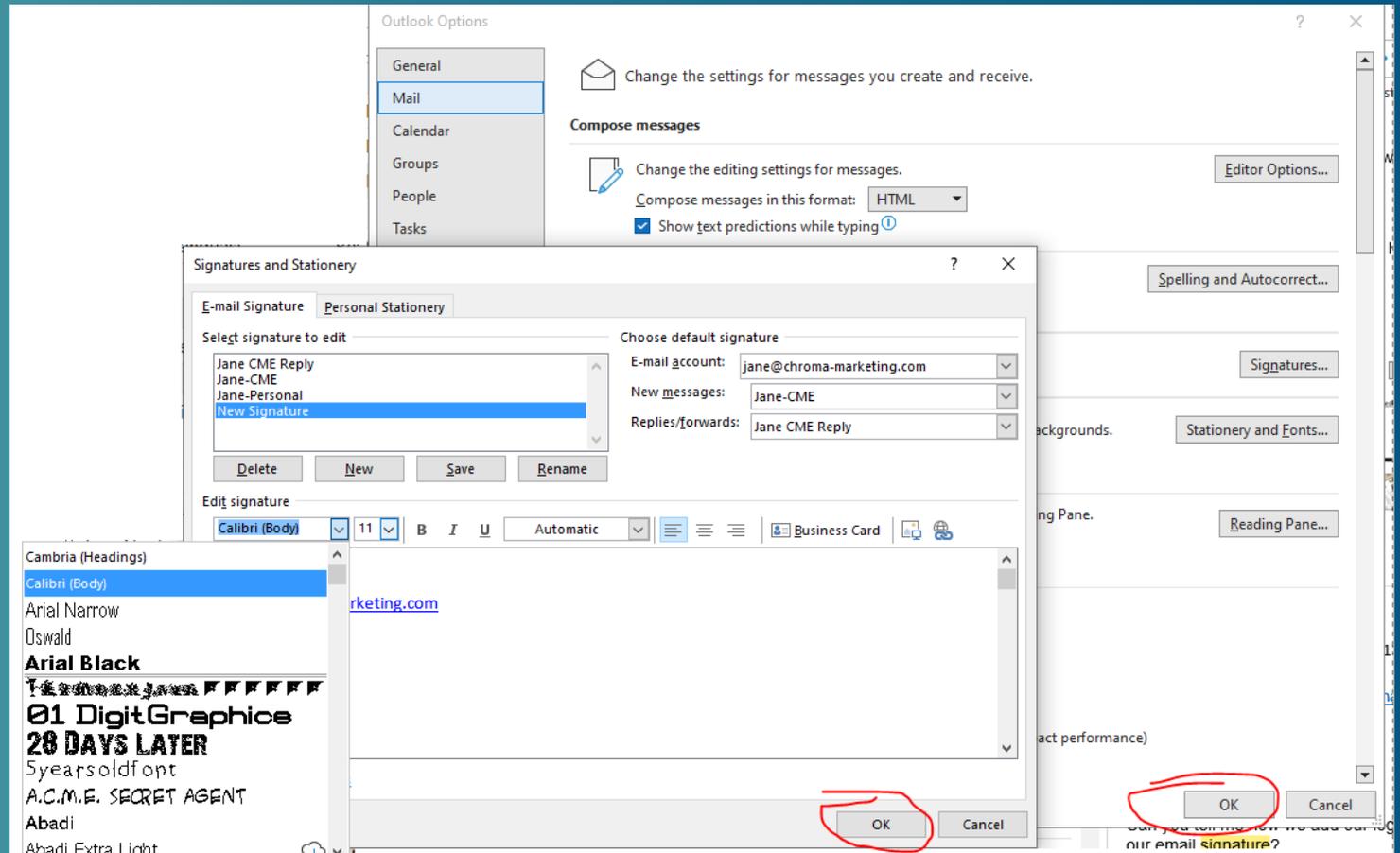
These fonts will work 100% both on PC and on a Mac, and on all leading browsers and email platforms softwares:

1. Arial
2. Courier New
3. Georgia
4. Lucida Sans
5. Tahoma
6. Times New Roman
7. Trubuchet
8. Verdana
9. Comic Sans
10. Impact
11. Palatino



Outlook

Click OK and OK again to save.



Outlook

To add an image/logo to your signature

Put the cursor where you want the image to go.

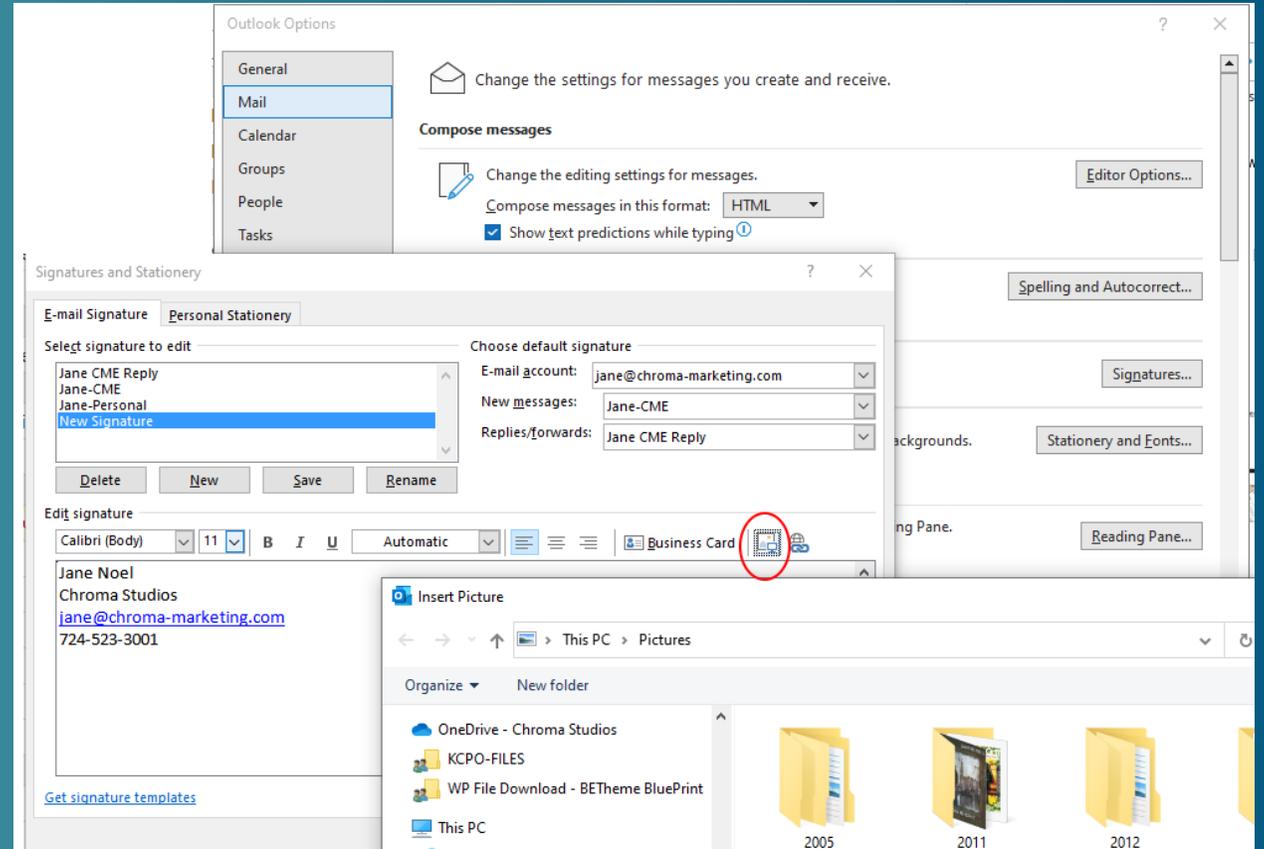
Click the insert image button

Browse to find the picture you want.

Insert the image.

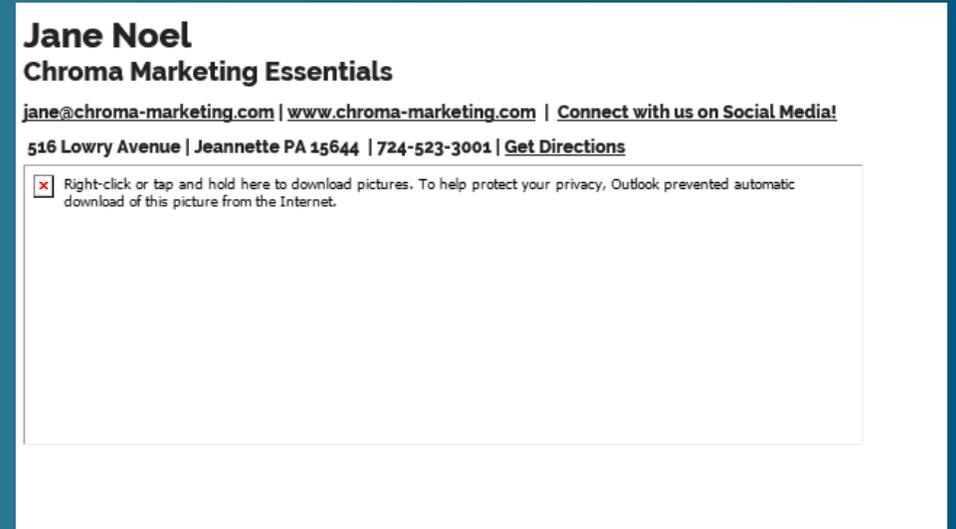
To format (resize) the image, right click and choose Picture.

Click OK and OK again to save.



A Few Notes

- There is no guarantee that the recipients will view the signature *the same as you set it up*.
 - If you used a font that is not on the recipient's computer it will appear different to them.
 - If they have images turned off or are not using HTML email, the images will not appear.
- Depending on settings on their computer, they may need to choose to download images before seeing an image in your signature.
 - This is a privacy option because user's behavior is often tracked by an invisible pixel that is not downloaded unless the recipient approves.





chroma
marketing essentials

724-523-3001

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