

CRM SETTINGS

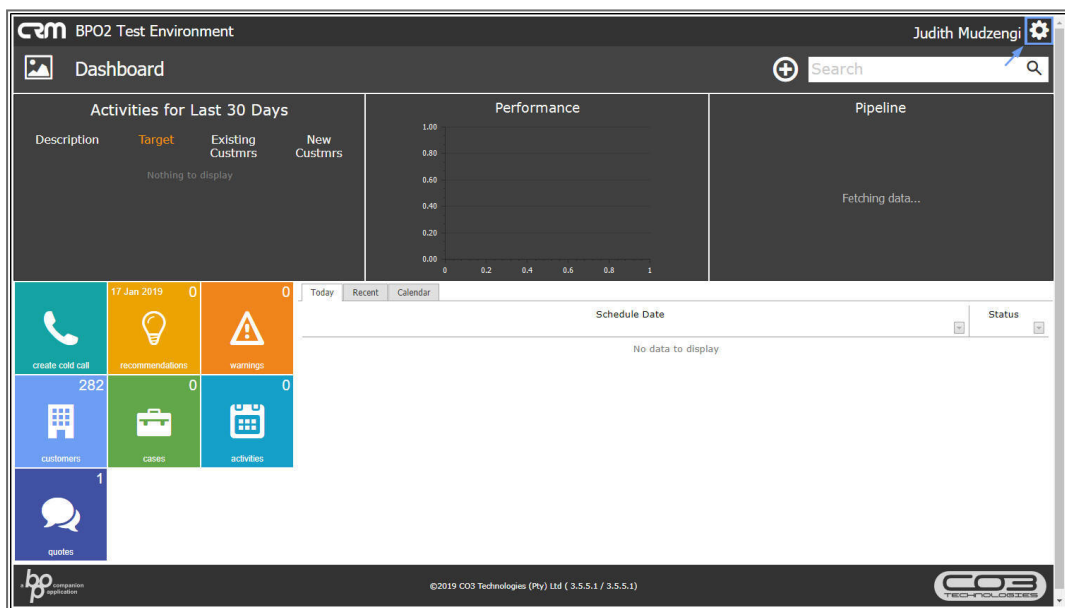
MY SETTINGS / EMAIL SIGNATURE

Your Signature will be used for emailing Sales documents. If you don't have an email configured, then the company **default CRM signature** is used.

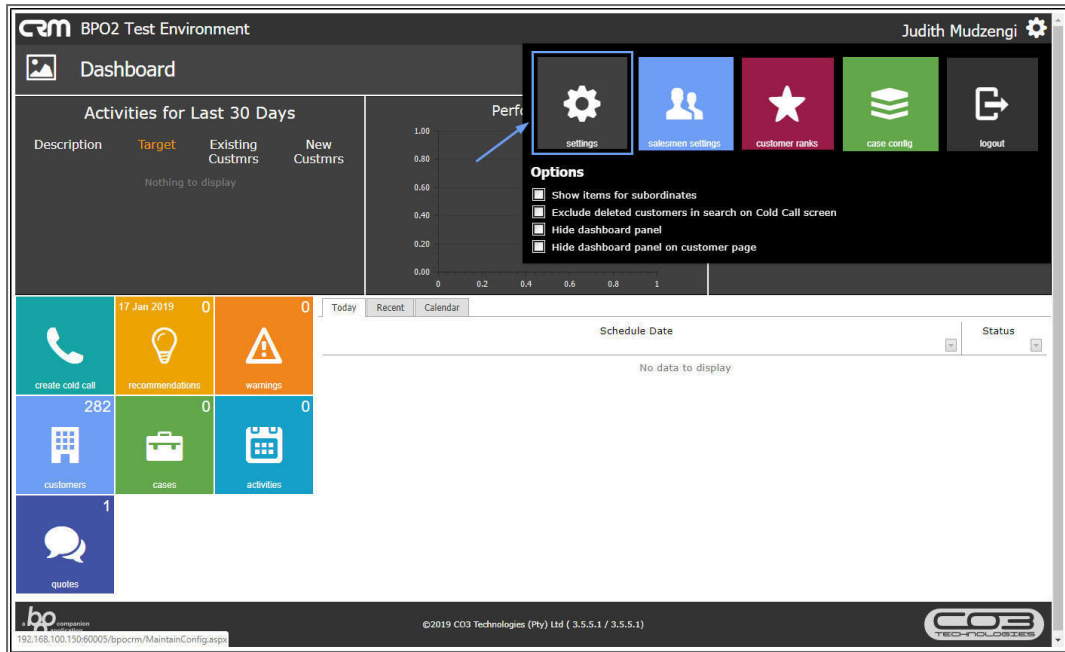
Ribbon Access: Webpage > [http://\[servername\]:\[port-no\]/BPOCRM/User.aspx](http://[servername]:[port-no]/BPOCRM/User.aspx)

SETTINGS – MY EMAIL SETTINGS

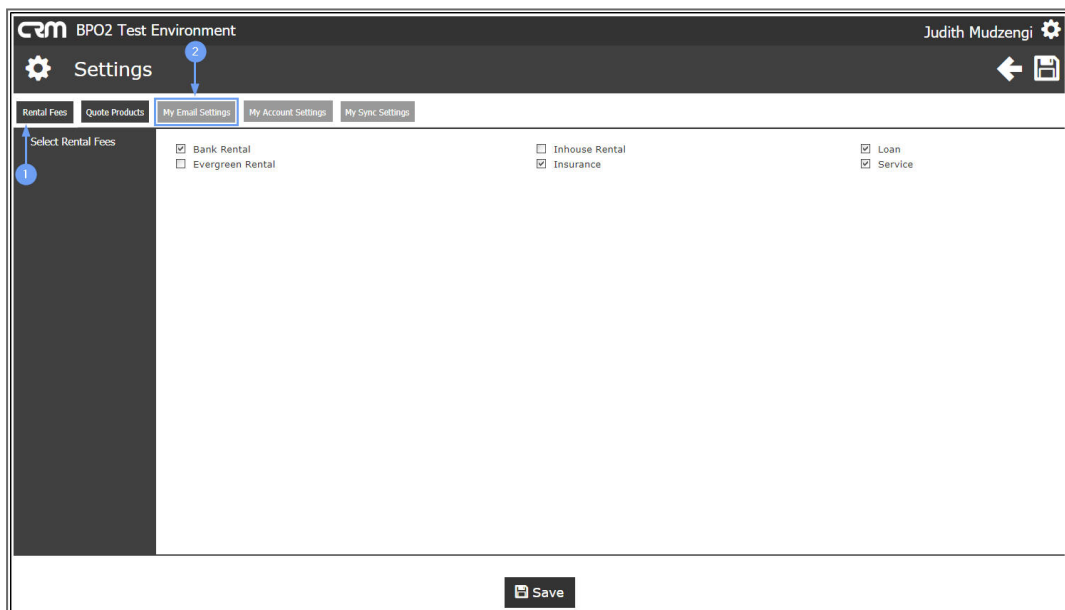
- Click on the **Settings** button to the right of your **UserName**.



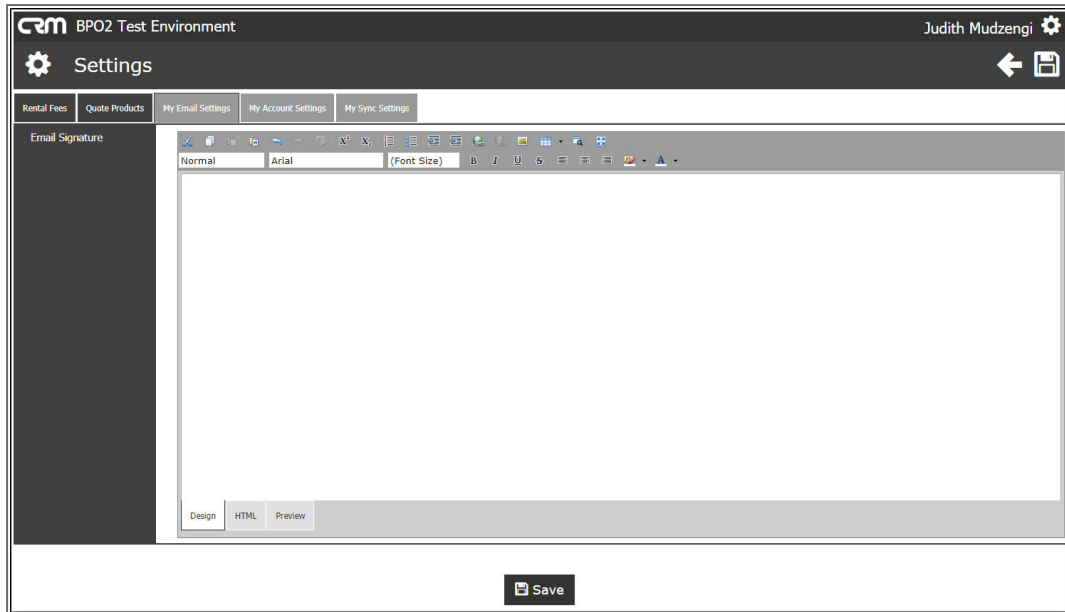
- The session **Options** page will pop up.
- Click on the **Settings** tile.



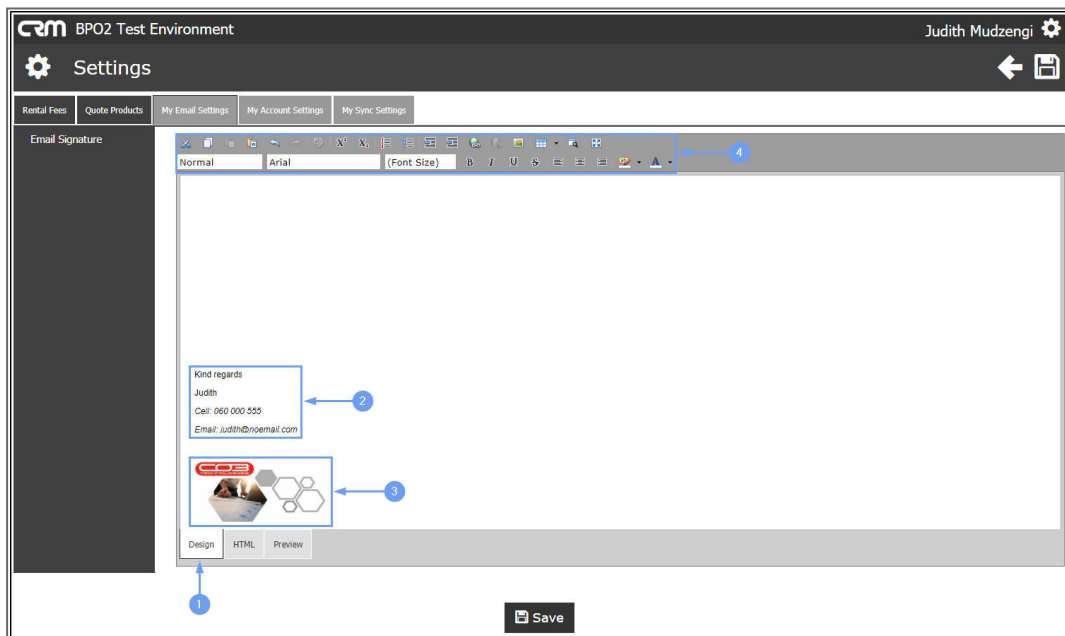
1. The **Rental Fees** tab is selected by default.
2. Click on **My Email Settings** tab. This will enable you to set up your own email signature that will be used instead of the default signature.



- The **Email Signature** section will be displayed.

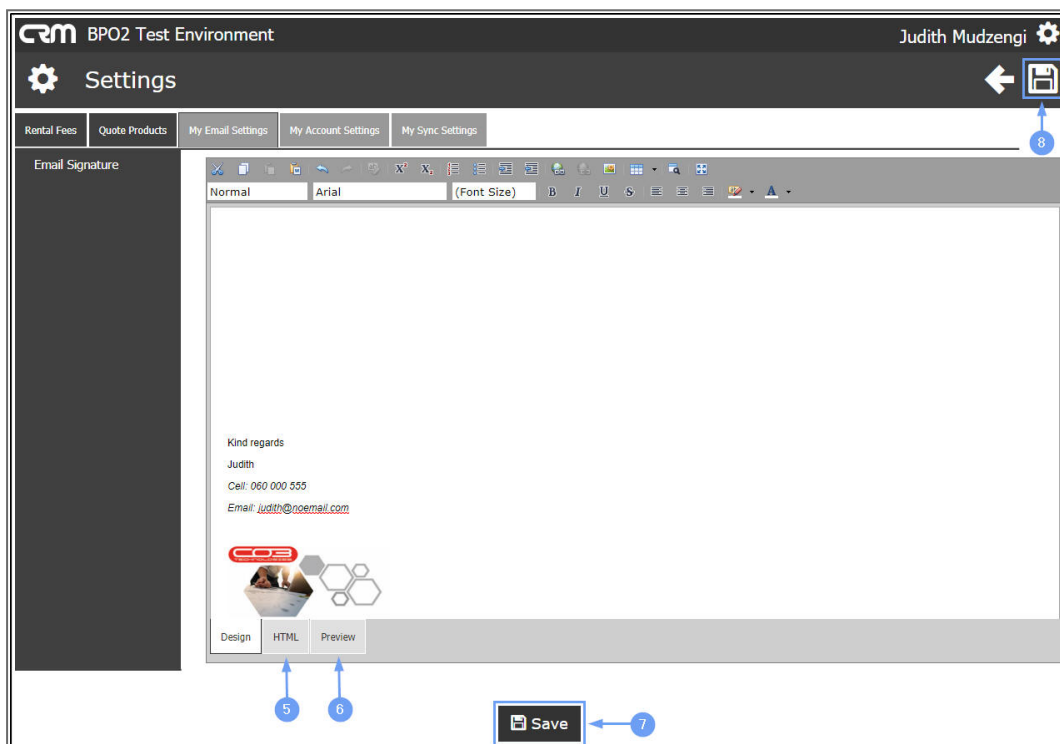


1. Within the **Design** tab,
2. type in the default signature and or
3. paste an image as the default signature. You can resize the image if required.
4. You can use the **tool bar** to customize the default signature.

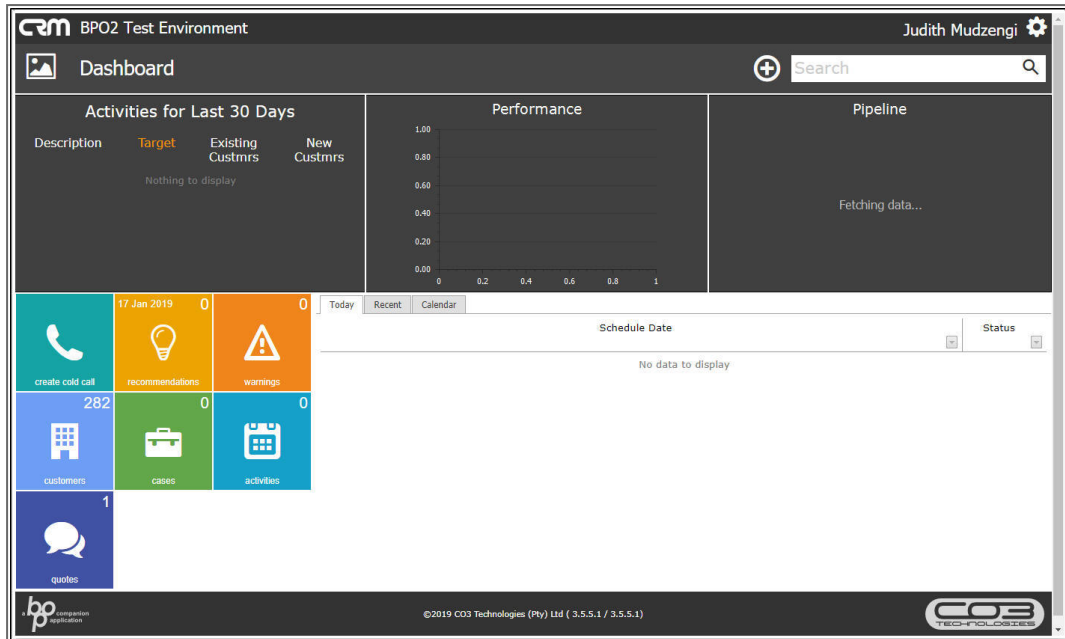


5. Click on the **HTML** tab if you wish to customize the default signature in **HTML**.
6. Click on the **Preview** tab if you wish to preview the configured default signature.
7. Click on the **Save** button or
8. **Save** icon.

- **Note:** Remember to maximise your screen if you do not see the **Save** button.



- You will return to the **Dashboard**.



CRM.003.006

