Creating a Custom Signature

1. Click on ![Admin](image1.png).
2. Click on ![CRM Setup](image2.png).
3. Click on ![Preferences](image3.png).

4. The advantage –
   You can add a photo of yourself. It’s more personal.

   To insert an image into the signature in your preferences, you will first need to have it on your hard drive or on your dealership’s network. Then in the signature area of your preferences, click on Insert Image, Browse your drives for the image, Upload, select it from the left side, then insert.

   Possible disadvantages –
   If you check “Include in all emails,” your signature gets included on all emails if you are the Primary on that Opportunity. So if an auto email goes out from the GM, the template signature is there, but your custom signature is underneath that.

   Having the custom signature – the best thing to do is NOT check “Include in all emails” and when you do want to use it use the merge code <[EmailSignature]>. 