Signatures

Basics: All Users

Anytime you send out an email, it normally contains an area with your personal contact information located at the bottom of the message which is known as a "Signature". Most people include information such as Name, Job Title, Designations, Mailing Address, Email, and Phone Numbers as well as a Photo and Company Logo in a signature. The challenge is that Signatures change over time and having to edit each template with updated personal information would be a real pain,.

To solve this problem, Realvolve has designed two "Signature" templates to use as your signature. The first template is **Signature** which is used for older **'basic'** templates. The second template is **Signature Enhanced** which is used for any of the newer **'Enhanced'** templates. When you want to include your signature in an email, simply insert the [[Signature]] merge field where the signature should be located. Realvolve checks to see if the email template is basic or enhanced then merges in the correct signature template as needed.

The image to the right shows a sample signature template that replaces the merge field [[Signature]] when the message is sent. Changes to the signature can be done in one location and used in any email. Two additional merge fields of **Header** and **Footer** have similar benefits for those users wanting stationery like features in their emails.

ACTION STEPS:

Edit your own Signature, Header and Footer templates so they are ready to use when needed. Go to the Realvolve TEMPLATES area and search for 'Signature' to display all files containing the word 'Signature' then edit the **'Signature'** and '**Signature Enhanced**' as needed to include your personal information.   Do the same process for 'Header' and 'Footer' if desired.

If you have any questions, please contact us at: support@realvolve.com