

Installing your email signature in

## FRONT APP

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Please have your provided HTML file available and ready to install. Then simply follow the steps below to have your signature set-up in Front App within minutes.

#### **STEP ONE**

Open your provided email signature in your web browser then press **Cmd + A** to **Select All** followed by **Cmd + C** to **Copy**.

#### Have a great day,





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#### **STEP TWO**

Open **Front App** and on the bottom left of your screen, click the icon with the three dots to the right of your account name.



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#### **STEP THREE**

Select Signatures from the side bar, then click Add your first signature.

Settings		×
My profile Notifications	You have no signatures.	
Signatures	Add your first signature	
Team		
Inboxes		
Responses		

#### **STEP FOUR**

Enter your name into the Sender Info field then click into the Signature field below. Delete any information in here by pressing Cmd + A, then hit delete or backspace. Paste your signature in with Cmd + V, then click Add signature.





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#### STEP FIVE

Close out of your preferences and compose a new email. Your signature will now be automatically inserted into your emails.

New Message	
To:	<
From: v	
Subject	
Aa: ⊤T: <u>T</u> : B / <u>U</u> www i≣: <u>I</u> x Ω: <b>Φ</b>	Share
Have a great day, <b>Jake Crowley</b> • Graphic Designer JC Creative • Bringing ideas to life cell. 778-563-0041 / office. 770-770-4800 email. jake@jccreative.com / Visit my website address. 1400 West 14th, Surrey Hills, OL 14435 () () () () () () () () () () () () () (	<u>~</u>
Branding Logo Design Photography	×
C Add files Set a reminder v Delete Send	Send & archive

NOTE: The email signature may not display correctly in the preview window. Once the email is sent, the signature will display correctly. You can test this by emailing yourself.

### All done! Your email signature is now installed within Front App!