

Your Email Signature

Customize your email signature to give your messages a personal touch by including your preferred contact details, links, or any text or image you wish.

Introduction

When sending an email from Pipeline, a signature will conveniently be added to the bottom of each message you send, eliminating the need for you to add one manually.

By default, the system will automatically include a signature that contains your name, company name, and email address.

Alternatively, you can customize your email signature to align with your unique style and professional brand. Incorporate your special contact details, clickable links, a headshot, your company's logo, or any other images or text you wish.

A custom email signature can:

- **Reflect your brand and personality:** Your signature is your digital business card, consistently representing your style and brand.
- **Personalize your messages:** Adding personal touches like a photo or social links shows you're more than just another email in the inbox.
- **Boost your credibility:** A professional signature builds trust and enhances your credibility.
- **Leave a lasting impression on your clients, colleagues, and partners:** A well-designed signature ensures you're not easily forgotten.



Do you want to include agent signatures in your messages? Turn on [Alternate Signatures](#).

Customize Your Email Signature

Customize your email signature with text, an image, or both, to add a personal touch to your messages.

Who Can Do This? Anyone can customize their own email signature.

To customize your email signature:

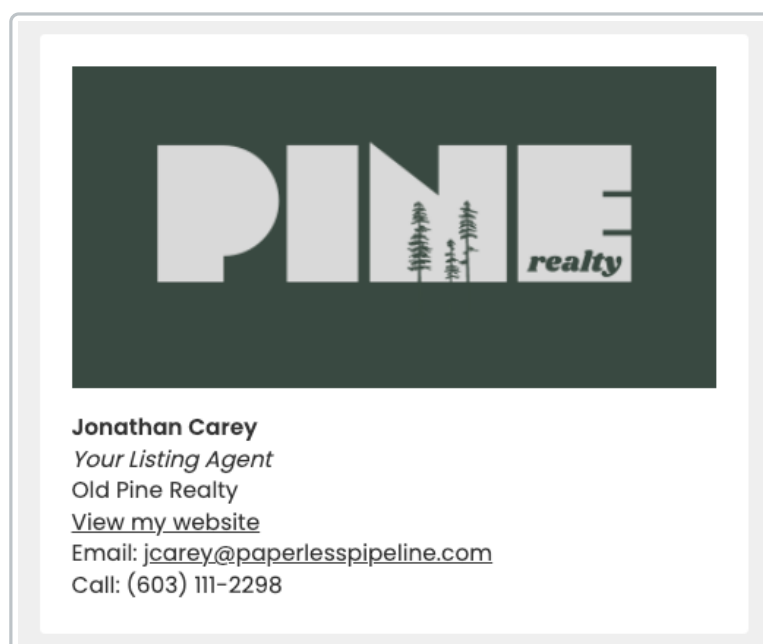
- 1 **Go to My Info**
 - Click your name in the upper right corner, then [My Info].
- 2 **Scroll down to *Your Email Signature*.**
- 3 **Select the type of email signature you prefer. *Text Signature*, *Image Signature / Company Logo*, or *Both*.**

Your Email Signature

Text Signature
No Custom Signature
Text Signature ✓
Image Signature / Company Logo
Both

Enable text signature, image signature/logo, or both.
If both are enabled, the image signature will be shown above the text signature at the bottom of your email.
If "No Custom Signature" is selected, a system-generated signature will be added to your emails - your name, company name, your email.

- If you select *No Custom Signature*, a system-generated signature including your name, company name, and email will be added to your emails.
- If you select *Both*, the image signature will appear above the text signature at the bottom of your email.



4 Add custom text and / or an image(depending on your selection above):

- Add custom text by entering it in the *Text Signature* field. Use the [formatting options](#) to add bold and italic text, horizontal lines, links, lists, or emojis.

The screenshot shows a 'Text Signature' field with a toolbar containing options for text color (Aa), bold (B), italic (I), undo (↶), redo (↷), bulleted list (≡), numbered list (≡), and emoji (😊). The text area contains the following text: Jonathan Carey, Your Listing Agent, Old Pine Realty, View my website (a link), Email me, and Call: (603) 111-2298. To the right, a 'Formatting tips' box with an information icon (i) states: 'Enter the custom signature that should appear on messages you send from the system. Do not include HTML tags. Leave this blank to use a system-generated text signature.'

- Upload a custom image by clicking [Select Image] and selecting the .png or .jpg file from your computer.

The screenshot shows the 'Your Email Signature' section. It has a dropdown menu set to 'Image Signature / Company Logo'. Below it, a box says 'No image selected.' with a red arrow pointing to a 'Select Image' button. To the right, a tip box with an information icon (i) says: 'Upload a signature image you'd like to appear on messages you send from Pipeline. Max dimensions of the signature image are 600px x 300px.' Below the image selection is a 'Preview Email Signature' button. The 'Your Contact Information' section has a 'Phone' field with '555-555-5555' and an 'Other (Fax #, Team name, etc.)' field.

Make it your own with any custom image you like, whether it's a headshot, company logo, or a unique design (examples below).



5 Click [Preview Email Signature] to preview your email signature.

Your Email Signature

Text Signature

Text Signature [Formatting tips](#)

****Jonathan Carey****
Your Listing Agent
Old Pine Realty
[View my website](www.paperlesspipeline.com)
Email: jcarey@paperlesspipeline.com
Call: (603) 111-2298

[Preview Email Signature](#)

Your Contact Information

Phone
555-555-5555

Other (Fax #, Team name, etc.)

- 6 Click **[Save Settings]** to save your email signature. Your new signature will appear at the bottom of messages you send from Pipeline.

 **Are you new to emailing from Pipeline?** Learn how to [Email Docs & Notes from a Transaction](#)