

Alternate Email Signatures

Use an alternate email signature to either include an agent's signature when sending a message on their behalf, or to exclude a signature altogether when sending an unbranded email.

Introduction

When you send an email from Pipeline, your own email signature will be included by default. But, when alternate signatures are turned on, you can opt to include agent signatures instead of your own, or to not include a signature at all.

Designating agents' signatures on the fly allows many offices to significantly streamline their admin's workflow.

Use alternate signatures to:

- **Include agent signatures in your emails to seamlessly represent them.** This gives the impression that you're writing on behalf of the agent, builds trust with your recipients, and encourages direct and smooth communication between agents, their clients, and other parties.
- **Remove signatures entirely to send a simple, unbranded email.** This can help recipients avoid distractions and keep their focus on the content, rather than branding or unneeded clutter.

Enable Alternate Signatures on Your Messages

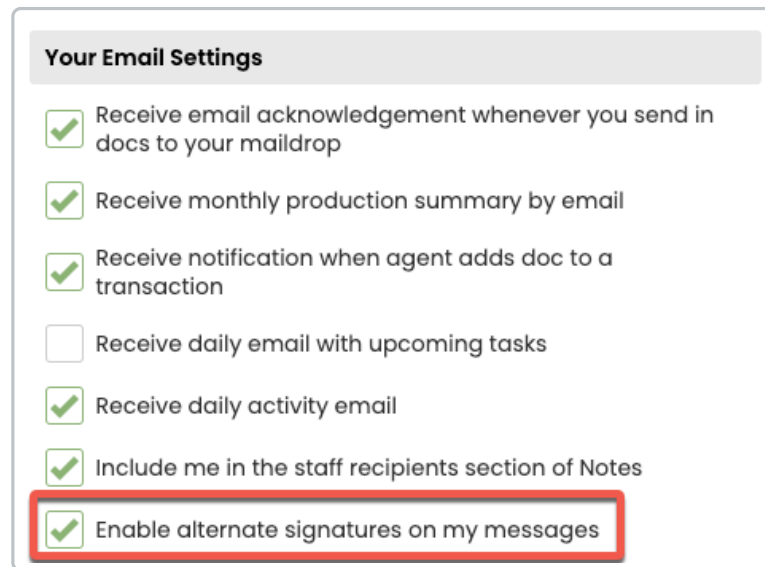
Turn on the option to include alternate signatures when you're sending messages from transactions. Once turned on, you can choose from your own signature, an agent's signature, or no signature at all.

Who Can Do This? Admins can turn on alternate signatures.

To turn on alternate signatures for your messages:

- 1 **Go to My Info**
 - Click your name in the upper right corner, then [My Info].
- 2 **Scroll down to *Your Email Settings*.**

- 3 Check the option to [Enable alternate signatures on my messages].



The screenshot shows a 'Your Email Settings' dialog box with a list of seven email preferences. Each preference has a checkbox on the left. The first six preferences are checked with green checkmarks, while the seventh is also checked but highlighted with a red rectangular border. The preferences are:

- ☒ Receive email acknowledgement whenever you send in docs to your maildrop
- ☒ Receive monthly production summary by email
- ☒ Receive notification when agent adds doc to a transaction
- ☐ Receive daily email with upcoming tasks
- ☒ Receive daily activity email
- ☒ Include me in the staff recipients section of Notes
- ☒ Enable alternate signatures on my messages

- 4 Click [Save Settings]. When sending messages on transactions, you'll now have the option to include an agent's signature or no signature at all.

Include an Agent's Email Signature on a Message

Include an agent's email signature when sending an email on their behalf to build trust with your recipients and encourage smooth communication between agents, their clients, and other parties.

Who Can Do This? Admins can include agents' signatures on messages sent from transactions when they have [enabled alternate signatures](#).

To include agent signatures on a message:

- 1 When [composing an email on a transaction](#), click the [Signature dropdown menu] in the *Options* area.

8467 Douglas Rd Ste #153 Added on Sep 22, 2023 by Kyndall Blair Holcomb
Last updated just now by Hollis Holcomb Listed today

Subject ⓘ | Congrats, {{seller first name}}! Add autofill tag Message Templates
- Choose a saved message template -

Message **Audio Message** Add autofill tag

Aa B I ↔ ↺ ⋮ ⋮ ☺ Preview message

Hi {{seller first name}},

Congratulations! As of {{listing date}}, Pine Realty has officially listed your home for sale.

I'm {{sender first name}} and I'll be the one helping {{listing agent first names}} make sure this is a smooth ride for you.

Feel free to reply here if you have any questions along the way.

We look forward to taking this journey with you.

Thanks,
{{sender first name}}, {{listing agent first names}} & your friends at Pine Realty

Autofill tag help - Formatting tips

Options

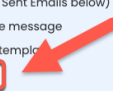
☐ Make this note private (in Notes & Sent Emails below)

☐ Send me a BCC (blind copy) of the message

☐ Save this message as a reusable template

☐ Append **incomplete** tasks to message

☐ Append **overdue** tasks to message

Include my signature 

Cancel Send Email 

Attached Docs

☐ Send docs as zip file link

☐ Attach this transaction's coversheet

Check the yellow boxes of docs to attach below.

- Select an agent's signature.** You will only see the option for agents currently added to the transaction. For example, if there are no *Buying agents* on the transaction, you will not have the option to include their signature.

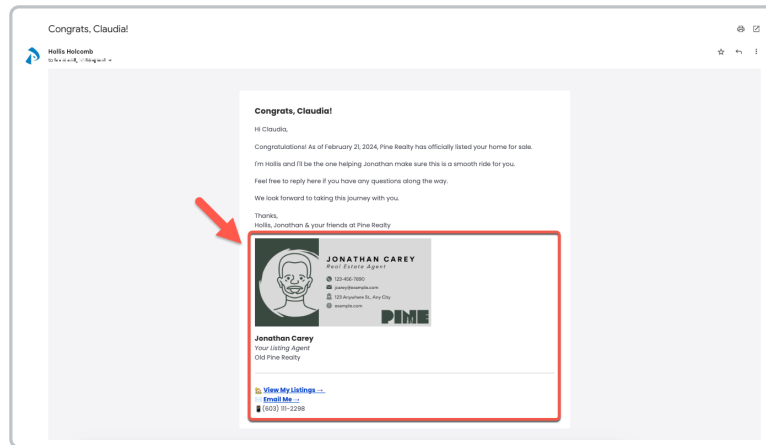
Include my signature 

Include my signature ✓

Include Listing agent signature

No signature

- Complete your email and then send it.** The message will include the signature of the agent you selected.



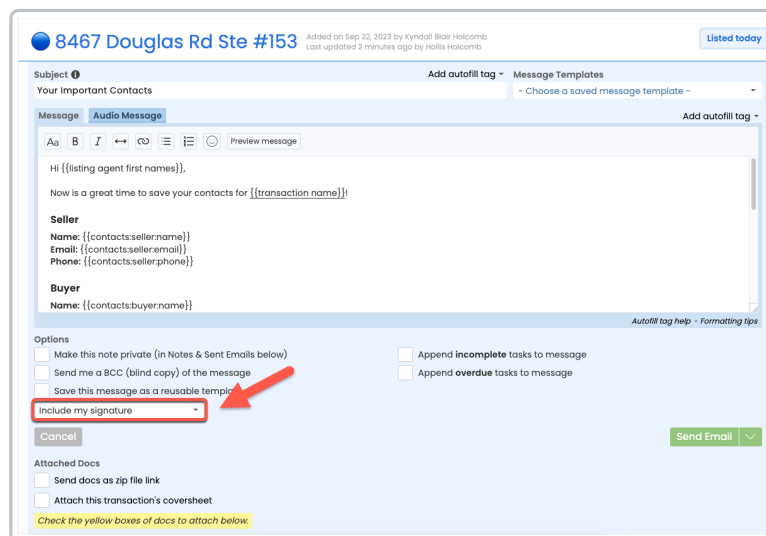
Exclude Your Email Signature on a Message

Exclude your email signature on a message to send a simple, unbranded email and keep the focus on the content rather than any branding or marketing.

Who Can Do This? Admins can exclude their email signature on messages sent from transactions when they have [enabled alternate signatures](#).

To exclude your email signature on a message:

- 1 When composing an email on a transaction, click the [Signature dropdown menu] in the **Options** area.



- 2 Select [No Signature].



- 3 Complete your email and then send it. The message will not include a signature.
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