

Email Signatures FAQ

Last Modified on 09/04/2026 11:12 am EDT

Every message carries a sign-off, and you decide whether it's Pipeline's or yours. Answers to the common questions about images, why a signature appears twice, and who can change someone else's.

What signs my emails if I never set a signature?

Pipeline adds one for you, carrying your name, your company name, and your email address. Saving a custom signature replaces it.

Can I put a logo or a photo in my signature?

Yes — choose **Image Signature / Company Logo**, or **Both** to pair a graphic with text. Upload a `.png` or `.jpg` ; with Both, the image sits above the text.

Can an admin set or check another person's signature?

No — each signature is set from that person's own profile. If an agent's phone number is wrong in their signature, they're the one who updates it. Ask them to open [My Info] and edit it there.

Why is my signature showing up twice?

Your contact details are in two places at once — your profile signature and the body of a message template. Take the signature block out of the template and leave it in your profile, so it's added once, to everything.

Why don't I see my signature in Notes & Sent Emails?

It's left out of that view on purpose, to keep the transaction's history readable. The email your recipient receives still carries it.

Will my Outlook or Gmail signature come across if I paste it in?

The wording will; the images inside it won't. Paste the text and rebuild the bold, links, and lists with the formatting options, then upload the graphic separately as an image signature.

Can I have a different signature for each agent I work with?

Your profile holds one signature, but there's a better route for sending on someone's behalf. With alternate signatures turned on, an admin can sign a message with the agent's own signature, or send it with none at all. See [Alternate Signatures](#).

Can everyone on our team have their own signature?

Yes, as long as each person has their own login. A signature is attached to a login, so a shared login can only carry one. Individual logins keep signatures right and the transaction's audit trail honest.

Learn More

Every email you send from Pipeline signs off for you. Set your own signature and it's your name, your contact details, and your look at the bottom of each one.

See [Email Signatures](#)

Still Have Questions?

Didn't find your answer above? Email us at help@paperlesspipeline.com and we'll help.
