MARKETING MEETING
FEBRUARY 11TH

EMAIL SIGNATURES & BLINQS

AGENDA

- How it will work
- Look at your signature and Blinq
- Work with marketing to make changes if needed
- Update your signature

HOW IT WILL WORK

UPLOAD THE IMAGE AS YOUR SIGNATURE
HYPERLINK THE IMAGE TO YOUR BLINQ

SCAN THE QR CODES TO FIND YOURS

SIGNATURES

BLINQS

**IF ALL LOOKS GOOD, UPLOAD AND LINK YOUR SIGNATURE
IF YOU'D LIKE CHANGES MADE, WORK WITH MARKETING**

STEPS TO UPDATE YOUR SIGNATURE

OUTLOOK (DESKTOP APP - WINDOWS & MAC)
- Open Outlook and click on File in the top-left corner
- Select Options, then go to Mail in the left-hand menu
- Click on Signatures under the Compose messages section
- In the Email Signature tab: Click New to create a new signature
- Paste your updated signature in the editor
- Shrink down the size of the image a bit by clicking and dragging the corner in
- Use formatting tools to insert link to your Blinq as a hyperlink in the image
- Under choose default signature, select the email account the signature applies to and set it for New messages and/or Replies/Forwards
- Click OK to save and exit

STEPS TO UPDATE YOUR SIGNATURE

OUTLOOK (WEB - OUTLOOK.COM & OFFICE 365)

- Open Outlook
- Click on the gear icon in the top-right corner
- Click account then signatures
- Enter your signature
- Shrink down the size of the image a bit by clicking and dragging the corner in
- Use formatting tools to insert link to your Blinq as a hyperlink in the image
- Check the boxes to apply the signature automatically to new messages and/or replies/forwards
- Click save at the bottom

STEPS TO UPDATE YOUR SIGNATURE

GMAIL

- Open Gmail and click on the gear icon in the top-right corner
- Click see all settings
- Scroll down to the Signature section (under the General tab)
- Click Create new
- Enter your signature using the text editor and insert hyperlink to your Blinq account
- Shrink down the size of the image a bit by clicking and dragging the corner in
- Under Signature defaults, choose:
  - For new emails: Select the signature for outgoing emails
  - For replies/forwards: Choose if you want the signature included in replies and forwards
- Scroll to the bottom and click Save Changes