

Questions

How do I add my signature to an email in onTrackCRM?

onTrackCRM automatically appends your signature to the end of every email you send. A company logo is also automatically appended in order to facilitate email tracking.

What if I do not want my signature at the very end of the email?

To place your email signature anywhere other than the end you can use the email merge token

`$users-signature$`

Be sure copy the entire token, which includes the dollar signs (\$).

Can I change my email Signature?

Yes, you can change your email signature in My Preferences.

Access Your Email Signature

- In onTrackCRM, click [My Preferences](#) in the upper right corner menu
- Scroll down until you see the field [Signature](#)

Easiest Way to Edit

The Signature field in My Preferences does not have a visual editor so you will see the HTML Source Code for your signature. The easiest way to edit your signature is in an HTML5 compliant visual editor.

- Delete the text already in the editor. [Click here for editor](#)
- Type your email signature as desired
- If you want your picture to be in the email signature, follow the section below
- Click the **Source** button, when you are done constructing your email signature
- Press **CTRL-A** (select all), the **CTRL-C** (copy) to collect the HTML code for your signature
- Next, go to **onTrackCRM > My Preferences**
- Click the **Edit** button
- Paste the HTML code (**CTRL-V**) into the **Signature** field
- Click **Save**
- Send an email to your test contact record to confirm that your signature appears as desired

Adding a Picture

- Start by making a copy of your picture and resizing it to be appropriate for an email thumbnail. This will ensure it does not take a long time to load when your client views your emails. There are numerous photo editors that you can use to resize your photo.
- Upload your image to Photobucket and obtain the Direct Link. [See tutorial](#)

- Position the cursor where you would like the photo to appear
- Click the **Image Button** icon on the toolbar
- Paste the Direct Link obtained from Photobucket into the **URL** field in the Image Button dialog box and click **OK**