

How to add a Signature Block Using Fox Motors Webmail:

- Step 1** Pull up signature block templates at <http://www.dpfox.com/emailsignatures/SignatureBlock.html> or you can copy them from the original email.
- Step 2** Log In to CRM at gs.reyrey.com.
- Step 3** Go to the “Setups” Tab (Top of the page.)
- Step 4** Select, “My Profile” from task options. (Left hand side.)

The screenshot shows the 'My Profile' page in the Reynolds & Reynolds Sales Management system. The page is divided into several sections:

- Navigation Bar:** Includes tabs for Customer, Showroom, Campaign, Setups, Reports, and Admin. A 'Search for Client' field is also present.
- Left Sidebar:** Contains a 'Tasks' section with options like My Profile, My Print Settings, Book/Equity Marketing, Documents, Escalation, Follow-up User, Makes, Marketing Center, Prospect Distribution, Prospect Scoring, Results, Sales Steps, Schedules, Service Notification, Sources, and Statuses. Below this is a 'Quick Links' section with options like Add Activity, Add Client, Payment Calculator, Email, and Book Out.
- Main Content Area:**
 - My Profile Tab:** Contains fields for First Name (Sarah), Last Name (Raymond), Job Title (eMarketing & Website), Address 1, Address 2, City, State, Zip, Home, Work, Fax, and Cell phone numbers. It also includes fields for Email (raymond.foamoto@gs.reyrey.com), Email Display (Sarah Raymond - Fox Motors), and a Signature Block editor.
 - Signature Block Editor:** A text area where a signature block can be created or edited. The example shows: "Sarah B. Raymond", "eMarketing & Website Coordinator", "Fox Motors", "D: direct number | C: cell number | F: fax number", and "FoxMotors.com".
 - Country and Language:** Dropdown menus for Country (United States) and Language (English - United States).
- Bottom Bar:** Includes a 'Done' button, a 'Trusted sites' indicator, and a zoom level of 105%.

- Step 5** Go back to the templates at <http://www.dpfox.com/emailsignatures/SignatureBlock.html> or the original email.
- Step 6** Highlight the signature block you would like to use.
- Step 8** Right click the template after you have highlighted the information and copy or hold “Ctrl + C”.
- Step 9** Go back to CRM and paste the signature block in the section under “Signature Block”. To paste, right click with in the box and select paste from the options or hold “Ctrl + V”. (The template should now appear with in the e-mail signature section.)
- Step 10** Modify the information accordingly.
- Step 11** Select Save (Bottom right)