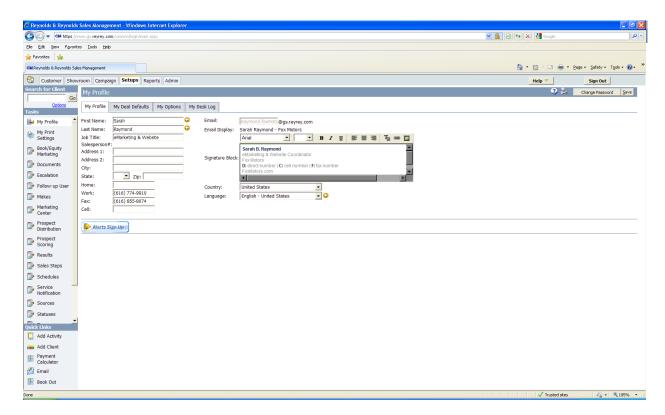**How to add a Signature Block Using Fox Motors Webmail:**

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.)

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)