## Academia eGO

## **Real Estate Website**



## How to add a signature to your eGOmail

eGO users can add a customized signature to all the emails they send.

To do so, go to your eGO Real Estate webmail (<u>http://egomail.egorealestate.com</u>) and login with your **Email** and **Password**;



To customize your signature, click the options button in the upper right corner;

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Inbox 17			Search	✓ mailadmin@imoguia.com
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Drafts 19	□ ☆ Suporte eGO Real Estate	Digest do usuário final: 1 Nova mensagem		Settings
Spam	🔲 🏠 Suporte eGO Real Estate	Digest do usuário final: 2 Novas mensagens		
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Junk E-mail		Select message in list to view it here.		

Select **'Accounts'** on the left side menu. Your email address should be visible in the **'Identities'** area - click over it to edit it.

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Password	mailadmin@imoguia.com		
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	Peter Oliver (mailadmin@imoguia.com) (defauit)		

You can update your identity in the new window that will pop up. Enter your name. The receiver will see this name next to your email address, like: **yourname** (youremail@email.com)

For example: John Doe (mailadmin@egorealestate.com)

You should also tick the **'Insert this signature before quoted text in replies'** checkbox.

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Fill in the signature area with relevant content (name, title, company name, telephone, email, company Web site). You can use bold if you want to highlight a few words.

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After updating your information in the signature area, you can also insert an image.

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You can insert an image that is hosted online (entering the image url) or upload an image stored on your computer (easiest solution)

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After loading the image, resize it according to the text you've entered. You can also insert your company logo or any other image you want.

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From now on, every email you send or reply to will have your signature.



Learn more at: <u>http://academy.egorealestate.com</u>

Questions: <a href="mailto:support@egorealestate.com">support@egorealestate.com</a>