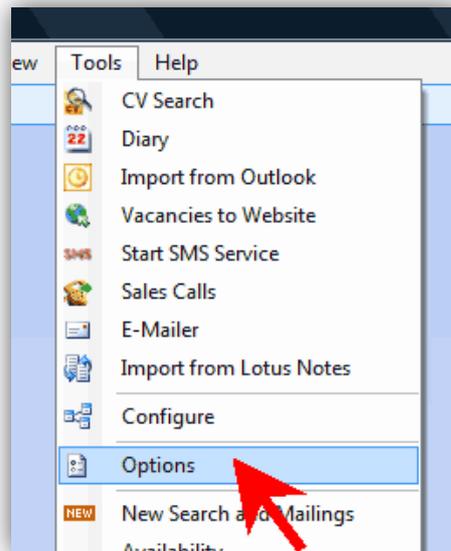


How do I create an email signature in Recruit Studio?

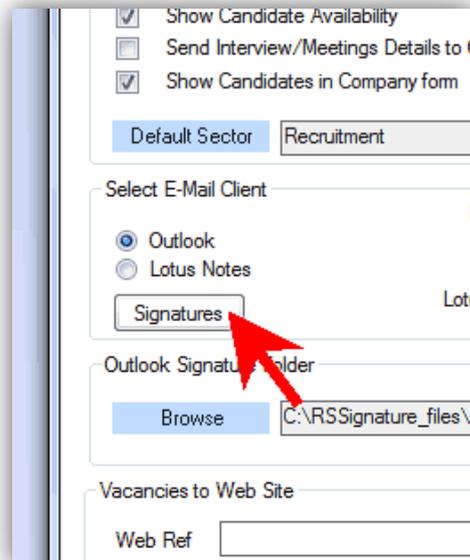
If you use Microsoft Outlook as your email program, you may have experienced problems with attaching your Outlook signature to outgoing emails sent via Recruit Studio.

This solution allows you to create a set of html signatures within Recruit Studio that will be attached to your outgoing emails. You are able to create multiple signatures and select one as a default.

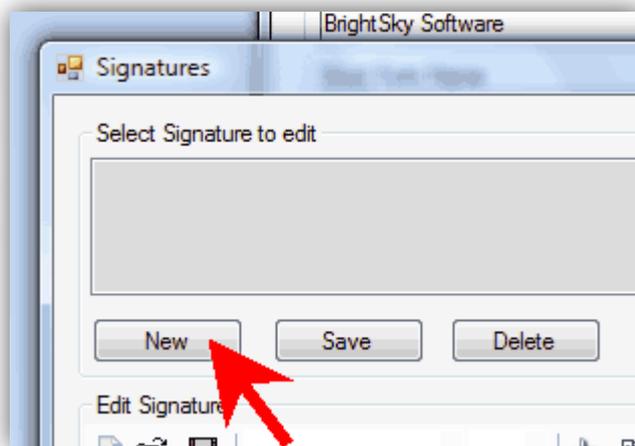
1. In Recruit Studio go to the Tools menu and choose 'Options'.



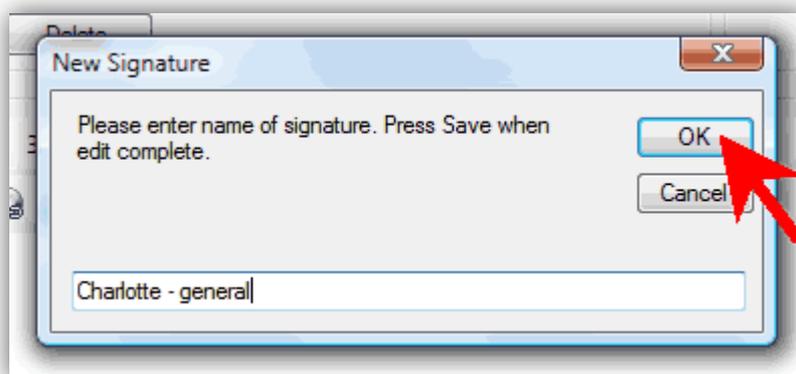
2. Click the 'Signatures' button.



3. The signatures window opens – click 'New'.



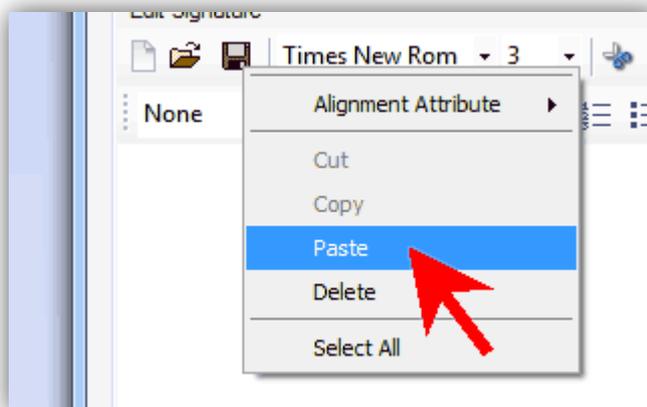
4. Enter a name for the new signature and click 'Ok'.



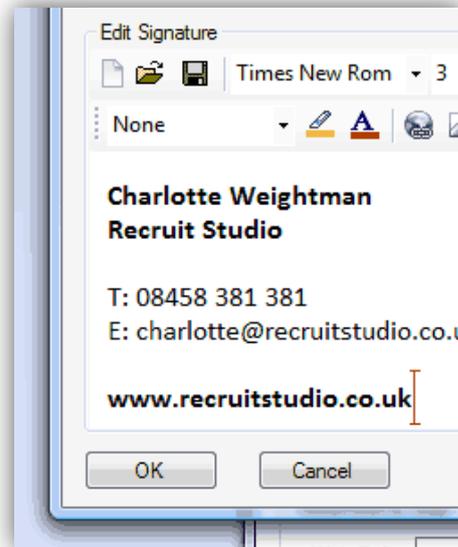
5. Now enter your text and any images for the new signature.

You may find it easiest to copy your signature from a blank Outlook email.

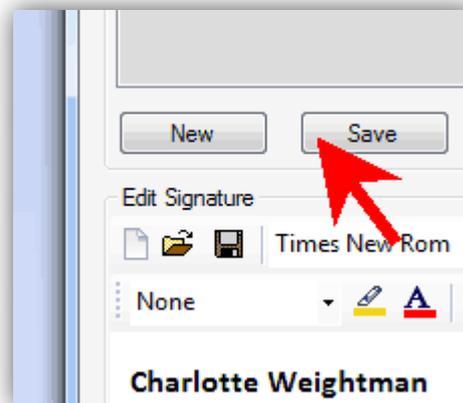
To paste the text in, right click in the panel and click 'Paste'.



- Alternatively you can create a signature using the html tools.

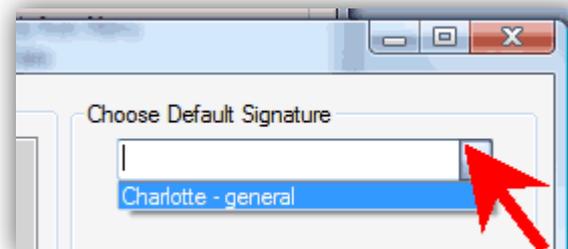


- When you have finished creating your signature click 'Save'.



- Create more signatures by repeating steps 3 to 7.

- To set one signature as the default, select it from the pull down box.



- When you have finished, click 'OK' and click 'OK' on the Options box.