

Customize your email signature in a **SNAP!**

There are many different email clients and everyone is unique. We will show you how to add a link to an existing text or HTML signature in Outlook and Thunderbird. If you do not use either of these clients, these instructions should help you complete the task in your mail client.



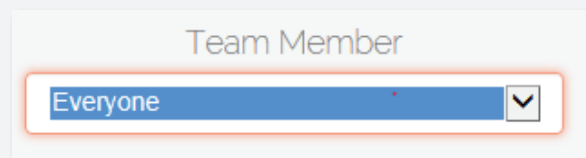
↙ ***If you need your URL follow these steps first.** ↘

1 Navigate to your Snap21 review page

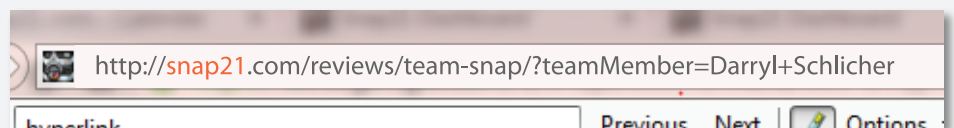
2 Press “Show Filters” button



3 Select the appropriate team member in the drop down



4 Copy the URL



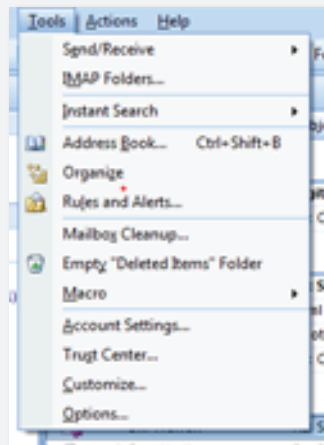
↙ ***If you need your URL follow these steps first.** ↘

Outlook

Step 1: (follow procedure depending on your version of Outlook)

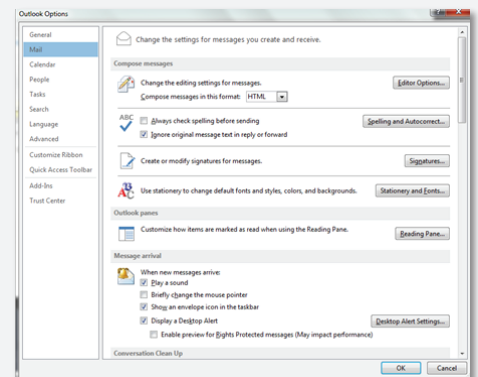
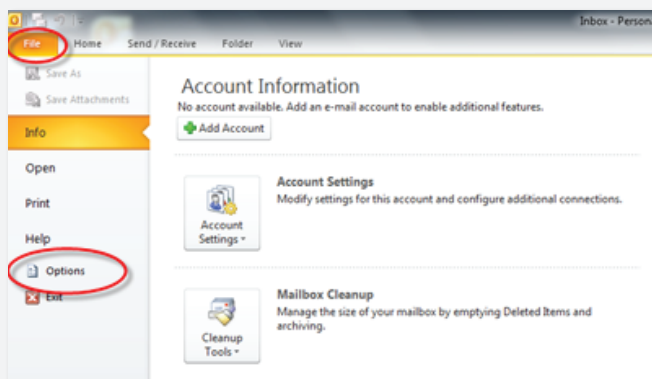
In Outlook 2007

- 1 Select the "Tools" tab
- 2 Click on "Options"



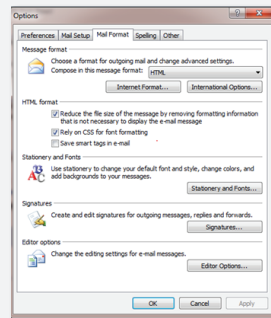
In Outlook 2010 & 2013

- 1 Select the "File" Tab
- 2 Click on "Options"
- 3 Click on "Mail"



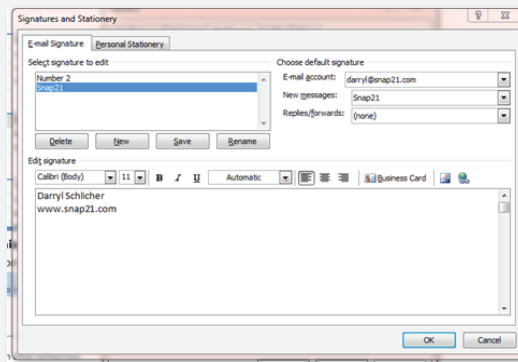
Step 2: (all versions of Outlook)

- 1 Select the “Mail Format Tab”
- 2 Click on the “Signatures” button



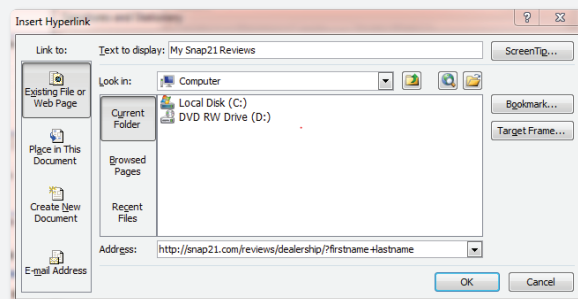
Step 3: (all version of Outlook)

- 1 Click on the Signature to edit
- 2 Put your cursor where you want the link in your signature and click on the insert hyperlink icon:



Step 4: (all versions of Outlook)

- 1 Insert “My Snap 21 Reviews” in the Text to Display box. Insert the URL in the Address box at the bottom of the screen and choose OK.





Thunderbird

! In order to add the link in Thunderbird (versions 24.x.0) you will need to create HTML code. Do that by:

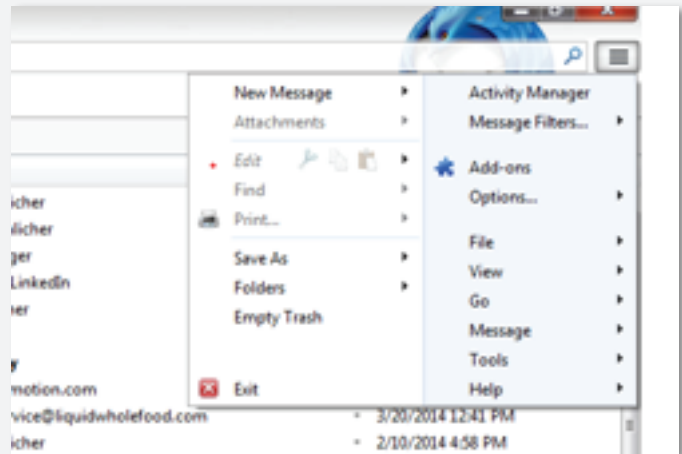
Insert your URL between the quotes -

`<a href="http://snap21.com/reviews/dealership/?teamMember=firstname+lastname">My Snap21 Reviews</a>`

*You will then use this HTML code (everything from `<a` to the `>` with your unique URL

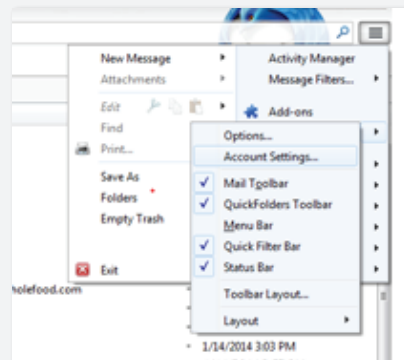
Step 1:

- 1 Go to the Thunderbird Menu in the upper right hand corner.



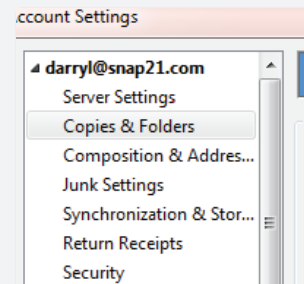
Step 2:

- 1 Select "Options"
- 2 Select "Account Settings"



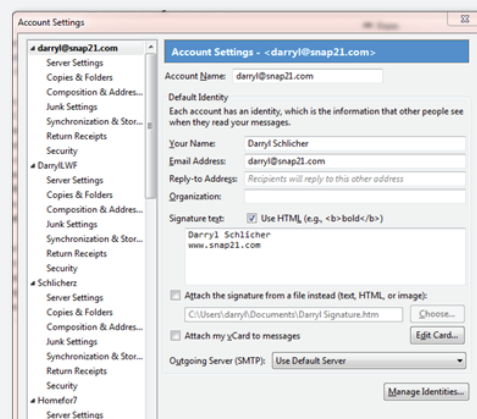
Step 3:

- 1 Choose the associated email account that you want to adjust the signature.



Step 4:

- 1 Check the "Use HTML" checkbox



Step 5:

- 1 Paste the URL from the beginning of the Thunderbird instructions and then click "OK"

