**How to Set your Email Signature Graphic**

1. Copy the attached email signature in this message (Control C)
2. Start a new email
3. Choose the “Signature” Drop down Button at the top
   1. Select “Signatures…”
4. Select “New”
5. Create Name of new signature (Example: Fisher’s Generic Email Signature)
6. Paste the configured signature (locations are hyperlinked) (Control V)
7. Edit your NAME, TITLE, PHONE NUMBERS and EMAIL ADDRESS to fit You
8. Press Ok
9. Go Back into the “Signatures” Dropdown
   1. Under “New Messages” Select your new signature
   2. Under “Replies/Forwards” Select your new signature

**First and Last Name**  l  Title  l  **Fisher’s Technology**

Office: 208.XXX.XXXX  l  Cell: 208.XXX.XXXX

[name@fisherstech.com](mailto:name@fisherstech.com)  l  [http://www.fisherstech.com](http://www.fisherstech.com/)  l  [Locations](http://www.fisherstech.com/contact_us/)

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**PLACE GRAPHIC HERE**

*Please make sure that your image is not too small or not too big. You can adjust by right clicking and playing with the image size.*

*\*\* you can right click and add URL to hyperlink graphic to destination you want viewer to go.*

**EXAMPLES:**

Google Reviews Graphic should link to: <https://www.fisherstech.com/reviews/>

Fisher’s General images should link to: [www.fisherstech.com](http://www.fisherstech.com)

**-OR-** Fisher’s General images should link to: <https://www.fisherstech.com/follow-us-on-social-media/>

Fisher’s #1 in services: <https://www.fisherstech.com/idaho-business-review-reader-ranking-winner/>

VLCM Acquisition: <https://www.fisherstech.com/vlcm-mps/>

**Approved Email Signatures GRAPHICS on next page**

[www.fisherstech.com](http://www.fisherstech.com)

[](http://www.fisherstech.com/)

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Description automatically generated](https://www.fisherstech.com/)