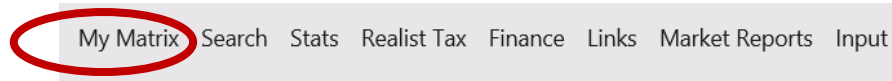


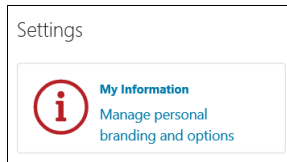
Tip Sheet: Email Signature

To update your email signature:

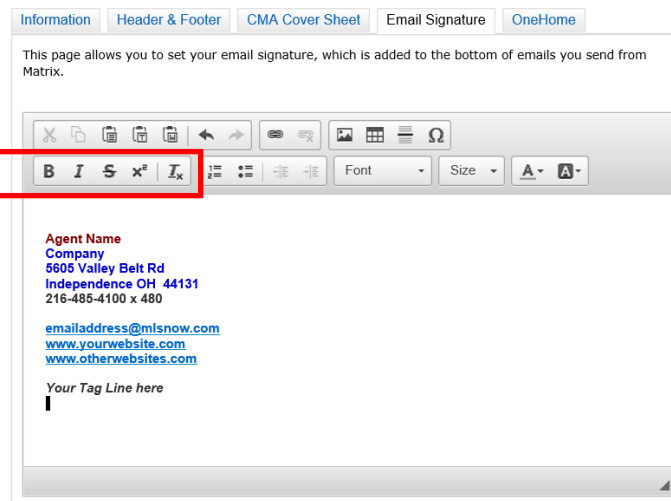
1. Log into **Matrix**
2. Mouse over **My Matrix**




3. Click **Summary, Settings** and **My Information**



4. Click the **Email Signature** tab
5. Enter your contact information - format the text using the tools at the top. Click **Save** when done.



6. **Hyperlinks** can be added by selecting words then choosing the chain-link and entering the site the words should link the user to.
 - a. Type the words you would like to set as a link and highlight them.
 - b. Click the chain link icon 
 - c. Type the website you would like the words to display. Eg. www.realtor.com

Tip Sheet: Email Signature

7. **Agent Photo** can be added by clicking the image icon, then click **Select Image**.
(**Note:** Photo is pulled from CMA Cover Sheet or Header.)
 - a. If you have not added your photo in either the Header or CMA Cover Sheet, you will get the message *“You currently have no personal photos. Any photos you upload for your Header or CMA Cover Page will be available here and can be included in your email signature.”*
 - b. If you need to add an image - Close the message, cancel the Image Properties and **Save** the Email Signature.
 - i. Move to the **CMA Cover Sheet** tab, click **Upload Photo**, click **Browse**, select your photo and click **Open**, click **Save**. These photos will now be available in your email signature

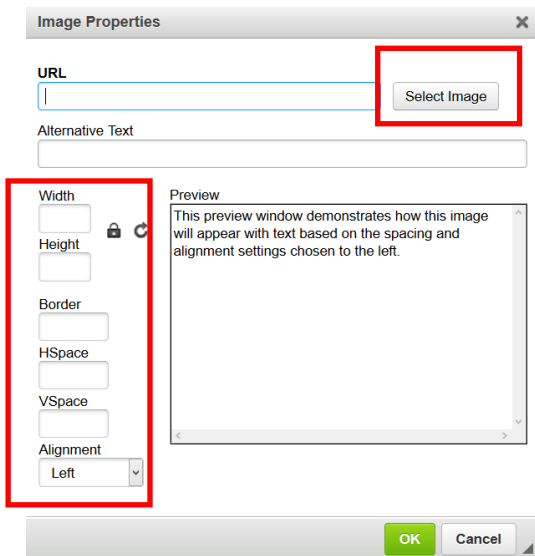


8. Once you add your image, you can adjust spacing, alignment and add a border
 - **Width/Height** will adjust the dimensions of your photo.
 - **Border** adds a thicker line around your photo the higher the number the thicker the border– The color is adjusted by the font color on the toolbar above;

Tip Sheet: Email Signature

- **HSpace** and **VSpace** will move your photos over and down and add space between the top and side of the screen.
- **Alignment** will justify it to the right or left side and align and wrap the text appropriately.

Click **OK** when done.



9. Click **Save** when email signature is complete.