

Managing Signatures in AgentRoof CRM

What Are Signatures?

Email signatures are predefined blocks of content that are automatically added to the end of emails sent from AgentRoof CRM.

A signature can contain text, images, contact information, social media links, company branding, and other professional details.

Common examples include:

- Thank you and regards messages
- Agent name and designation
- Contact information
- Company logo
- Social media links
- Custom branded email footers

Why Are Signatures Important?

Signatures help maintain a professional and consistent appearance across all outgoing communications. They can be used in manually sent emails as well as automated email campaigns.

By using signatures, you can:

- Present a professional brand image.
- Provide contact information to recipients.
- Maintain consistency across communications.
- Include company logos and branding.
- Save time by automatically appending information to emails.

Accessing the Signatures Page

1. Navigate to the menu bar and click **Settings**.
2. Select **Signatures**.

The Signatures page will display all available signatures in your CRM.

Creating a Signature

1. Open the **Signatures** page.
2. Use the editor workspace to create your signature.
3. Customize the content using the available formatting options, including:
 - Text alignment
 - Font styles
 - Font size
 - Text color
 - Lists and formatting tools
4. Enter the desired signature content.

You can also switch to the HTML editor and create a signature using custom HTML code.

5. Click **Save Signature**.

The signature will be created successfully.

Creating Multiple Signatures

1. Click the **+** icon located in the Signatures row.
2. Enter a name for the signature.
3. If you want the signature to be used by default, enable the **Default** toggle.
4. Enter the signature content in the editor workspace.
5. Scroll down and click **Add Signature**.

The new signature will be created and added to the list of available signatures.

Setting a Default Signature

1. Locate the signature you want to use as the default.
2. Enable the **Default** toggle for that signature.
3. Save the changes if required.

The selected signature will be used as the default signature for emails.

Adding an Image to a Signature

1. Open the signature editor.
2. Click the **Insert/Edit Image** icon in the editor toolbar.
3. If you have the image URL, paste it into the source field.
4. Enter the desired image width and height.
5. Click **Save**.

Alternatively:

1. Select the **Upload** option.
2. Drag and drop the image or click **Browse** to select an image from your device.
3. Upload the image.
4. Click **Save**.

The image will be added to the signature.

Need a Custom Signature?

If you would like a professionally designed signature that matches your branding, contact the AgentRoof Support Team for assistance.

Your signatures are now available for use in emails sent from AgentRoof CRM, including automated email communications and campaigns.

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