Jv Jive Interactive Intranet

Cloud User Guide

Jive Extensions: Email Signature Add-on

Aurea

Unlimited Possibility

Notices

For details, see the following topics:

- Notices
- Third-party acknowledgments

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- Search the articles on the Aurea Knowledge Base for solutions to your issues.

- Search the product documentation and other product-related information that are also available on Support Central.

If you still cannot find a solution, open a ticket on Aurea Support Central. Information about the support organization is available on Support Portal as well.

You can also find the setup files on Support Portal.

For information about purchasing an upgrade or professional services, contact your account executive. If you do not know who your account executive is, or for other queries, contact us through our website.

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Email Signature add-on

Email Signature add-on:

- Supports advanced HTML
- Supports unlimited form fields
- Allows creating virtually unlimited signatures

A flexible add-on that is used to ensure your employees use corporate-approved signatures created with ease. Create multiple signature templates based on an unlimited array of form input fields and advanced HTML.

For details, see the following topics:

- Using the Email Signature add-on to create personalized signatures

Using the Email Signature add-on to create personalized signatures

Here you can find details on using the Email Signature add-on to create your own personalized signature (or signatures) based on the provided templates.

Fastpath: Content item

1. Go to **Main menu** > **Apps** > **Email Signature Add-on** .

   The **E-Mail Signature Generator** screen is displayed.

2. Choose the appropriate signature template from the templates provided in **Select Your Template**.

3. Under **Enter your information: <selected template name>**, fill in the actual details in the various fields displayed below.

   The user information is simultaneously reflected in the **Signature Preview** beside, with the default value being replaced by the actual user information.

4. Click **Select** when the **Signature Preview** details appear correct.

   The following message appears: *Your signature has been copied to your clipboard!*

5. Paste the contents into your preferred email application's signature.

Caution: In Mac Mail, clear the **Always match my default message font** check box.