Email Personalization

Email Settings · https://learning.pcrecruiter.net/site/docs/user-email/signature/

Email Signature

User email signatures can be automatically applied to all individual emails sent from the system. It can also be inserted into the body of any Form Letter through the Insert Field function. To create a Signature:

1. Select **System** in the Main menu.
2. Choose **Email Setup**.
3. Click **Email Signature**.
4. Create or paste in your signature.
   - If you wish to add any images, use the 'Insert/Edit' image button in the editing toolbar.
   - To make the image a link, click on the image to highlight it and use the 'link' icon in the toolbar to apply a link to the image.
   - In some cases, creating a 'table' with invisible borders can help to align images, such as social network icons etc.
   - Signatures created in Microsoft Outlook may not translate cleanly to non-Microsoft products. Contact PCRecruiter support for assistance if needed.
5. The dropdown below the signature entry area defines whether to **Always Use** the signature (i.e. insert it automatically when opening a blank email in PCR) or to omit the signature by default. If omitted, the user can click the  icon in the HTML editor to manually insert the signature while composing an email.
6. Click **Save**.

Default Font

Default Font allows you to set a base font to be applied to the 'body' of your outgoing emails.

- The Default Font will *not* be applied to Form Letters or if you have active Stationery. It will not apply to Job Descriptions or other non-email content.
- Any more specific font directives within the content of any individual email can override the Default Font, including fonts applied to specific text, font information pasted in with external content, fonts specified by the sender of an email you are replying to, and so on.

To specify a Default Font:

1. Select **System** from the Main menu.
2. Choose **Email Setup**.
3. Choose **Default Email Font**.
4. Select your Font and Size.
5. Click **Save**.

Email Stationery

In some cases, you may wish to create a complete 'template' for your blank emails rather than simply appending a signature. Stationery is effectively a Form Letter that loads when you launch a blank email, which may be helpful if you want to define margins, padding, header images, or other details beyond just a signature.

- Be sure to include your email signature in the Stationery, as an active Stationery will override it.
- The Stationery will override any Default Font setting.

1. Select **System** from the Main menu.
2. Choose **Email Setup**.
3. Choose **Stationery Setup**.
4. Click the **Add** icon in the Action menu (or Edit an existing Stationery).
5. Enter a **Stationery Title** (e.g. My Stationery).
6. Enable the use of your Stationery by setting it to **Active**.
7. Create or paste in your Stationery.
    - If you wish to add any images, use the 'Insert/Edit' image button in the editing toolbar.

- To make the image a link, click on the image to highlight it and use the 'link' icon in the toolbar to apply a link to the image.
- In some cases, creating a 'table' with invisible borders can help to align images, such as social network icons etc.
- Signatures created in Microsoft Outlook may not translate cleanly to non-Microsoft products. Contact PCRecruiter support for assistance if needed.

8. Click **Save**.