

KELLEY

Uploading Your Headshot



 Nicole Dalman
To  Nicole Dalman

 Headshot Example.jpg
13 KB

- Preview
-  Open
-  Quick Print
-  Save As
-  Save All Attachments...
-  Upload >
-  Remove Attachment
-  Copy
-  Select All

Open your email from Nicole Dalman. The email subject is DriveCentric Headshot Tutorial.



Save the attached photo to your computer where it can be easily found

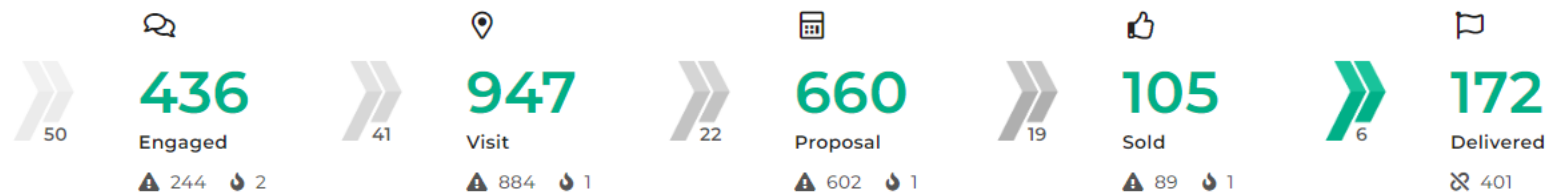


  Reply  Reply All  Forward  ...

Mon 6/19/2023 2:29 PM

Sales Pipeline

+ Add Filter

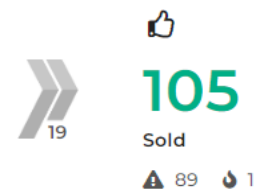
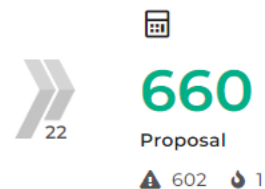
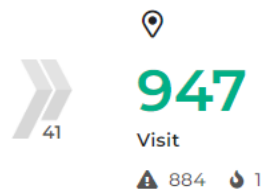
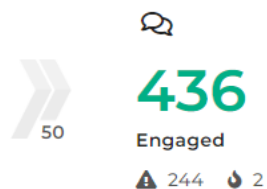


1. Click on your initials



Sales Pipeline

+ Add Filter



2. Click on My Settings



Nicole Dalman
Tom Kelley Buick GMC

- View Profile
- Change Stores
- My Settings
- Store Settings
- DriveUniversity
- Theme
- Clock In
- Terms and Policies
- Logout



3. Click on Profile

- Settings
- Profile**
- Password
- Security
- Email Signatures
- Work Schedule
- Preferences
- Notifications

Profile

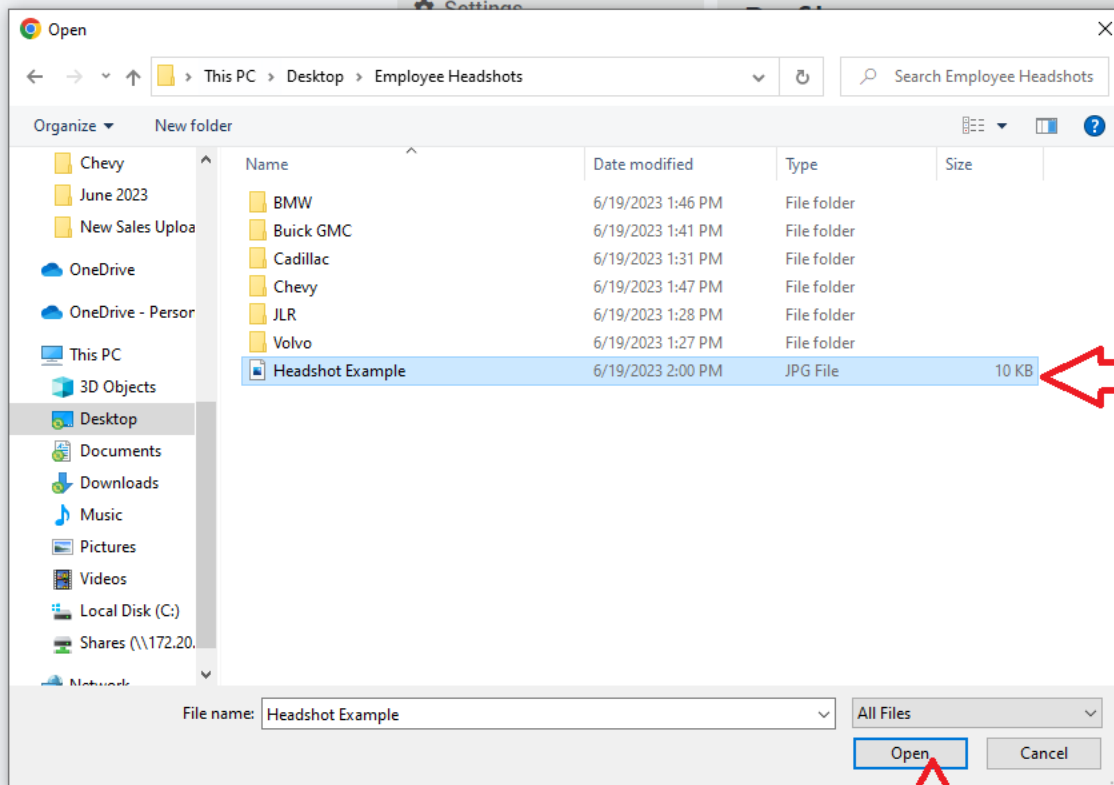


UPLOAD

4. Click Upload

First Name	Last Name	
Nicole	Dalman	
Phone	Cell	Email
() - -	(260) 310-3847 Edit	ndalman@kelleyauto.com
Drive Email Alias		
Drive Alias		

SAVE



5. Find the photo that you saved from the email.

First Name

Last Name

Cell [Edit](#)
 

Email

 5. Find the photo that you saved from the email.



- Settings
- Profile**
- Password
- Security
- Email Signatures
- Work Schedule
- Preferences
- Notifications

Profile



REMOVE

CHANGE

First Name

Nicole

Last Name

Dalman

Phone

() - -

Cell

(260) 310-3847 

Email

ndalman@kelleyauto.com

Drive Email Alias

Drive Alias

SAVE

7. After you click Open, your headshot should appear here.



8. Click Save