

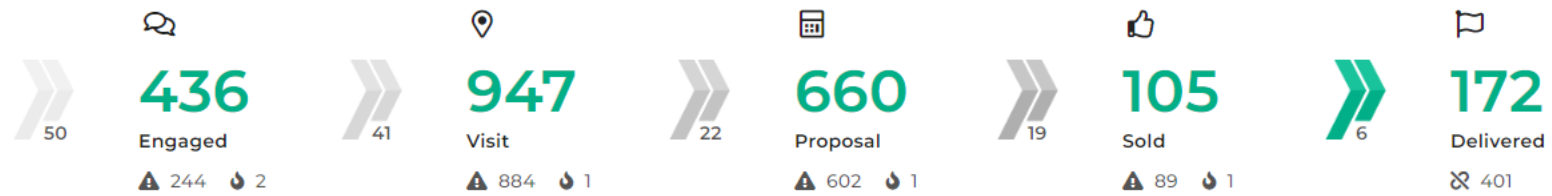
KELLEY

Adding Your E-mail Signature



Sales Pipeline

+ Add Filter

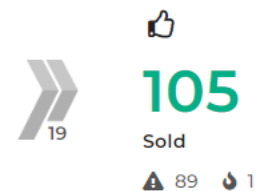
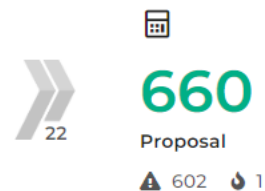
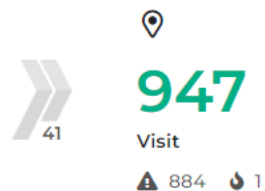
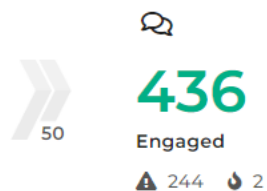


1. Click on your initials



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 Email Signatures



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

Profile



UPLOAD

First Name

Nicole

Last Name

Dalman

Phone

() - -

Cell

(260) 310-3847

Edit



Email

ndalman@kelleyauto.com

Drive Email Alias

Drive Alias

SAVE

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

4. Open your email from Nicole Dalman. The email subject is "Drive Centric Signature Tutorial"

Signatures

Email Signature

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Customer

Store

Vehicle

Appointment

Chat icon with 1 notification



Nicole Dalman
To Nicole Dalman

If there are problems with how this message is displayed, click here to view it in a web browser.

Reply Reply All Forward

Mon 6/19/2023 2:06 PM

Nicole Dalman

Data Administrator
(260)-310-3847
ndalman@kelleyauto.com



www.DriveKelley.com

- Copy
- Translate >
- Select Hyperlink
- Open Hyperlink
- Copy Hyperlink
- Who Is...



5. Copy the signature sent to you in your email

Note: Make sure to copy the entire thing from your name, down to the link!

Notifications

Customer
Store
Vehicle
Appointment

Signatures

Email Signature

B I U                              

Customer

Store

Vehicle

Appointment

Nicole Dalman
Data Administrator
(260)-310-3847
ndalman@kelleyauto.com

KELLEY
AUTOMOTIVE GROUP

www.DriveKelley.com

8. Click and HOLD here. Hold and drag mouse down to select SMALL

7. Highlight your job title, phone number, and email address

source

Vacation Response

[illegible]









Customer

Store

Vehicle

Appointment

Notifications

Notifications

Email Signature

Vacation Response

B I U | | |

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Customer ▼

Store ▼

Vehicle ▼

Appointment ▼

Signatures

B *I* U

Customer
Store
Vehicle
Appointment

Nicole Dalman

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ndalman@kelleyauto.com



www.DriveKelley.com

source

Vacation Response

B I U          









Customer
Store
Vehicle
Appointment

Signatures

Email Signature

B I U          










Customer
Store
Vehicle
Appointment

Nicole Dalman

Data Administrator

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ndalman@kelleyauto.com

KELLEY
AUTOMOTIVE GROUP

Name: size large

Job title: size small

Phone: size small

Email: size small

Website: size small

www.DriveKelley.com

source

B I U









Customer
 Store
 Vehicle
 Appointment






92
21
40
61





- Work Schedule
- Preferences
- Notifications

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Vacation Response

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