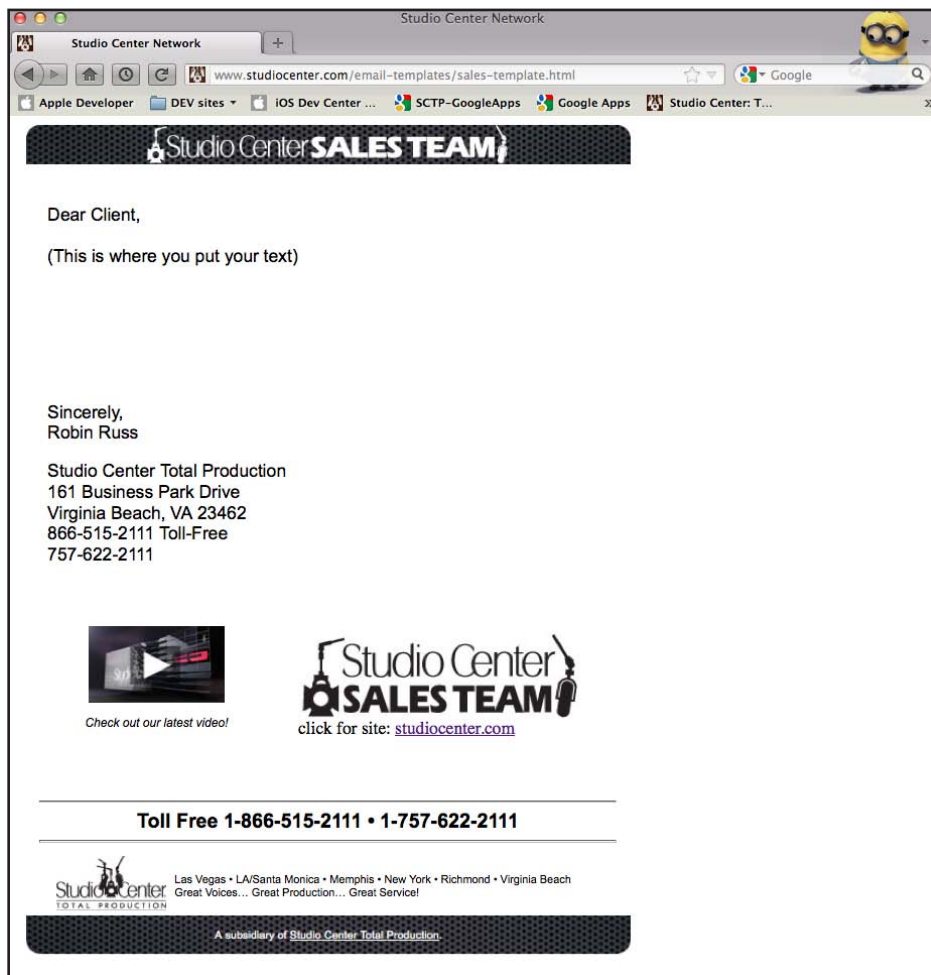


Casting Template Instructions

(These instructions are for those using GMail online only.)
(Per William, everyone should migrate to GMail.)
(Outlook no longer supports this type of email signature.)

1. In Firefox, go to: <http://www.studiocenter.com/email-templates/casting-template.html>
(This will not work in Explorer or Safari, so you may have to install Firefox on your computer.)
you should see this:



2. Right-click in the window and “Select All” and “copy”.
3. Now go to your Google email account.
4. Click the little “gear” at the top right in the gray bar next to your email address.
5. In the drop down menu, click “Mail Settings”.
6. Scroll down to the “Signature” area.
7. Click once in the “Signature field
8. In the Signature field, right-click and “Select All”
9. Then right-click and “paste”.
10. You should see the Sales template in that Signature field.
11. Go to the bottom of the page and click “Save Changes”.
12. Now whenever you compose a new email this template will be there for you to use. Just highlight the text area you want to change and enter your new text.