











PRODEQUA SIGNATURE

1. CREATE A SIGNATURE FOR PRODEQUA ACCOUNT.


a. Go to the Template-SIGNATURE file that is in “EMAIL SIGNATURES TEMPLATES” directory (you can see the route in the picture).

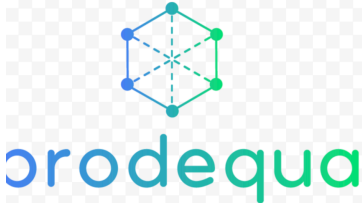
My Drive > PRODEQUA > TEAM COMERCIAL > EMAIL SIGNATURES TEMPLATES			🔗	⌵
Name		Owner		
 <small>Eduardo Alva Prodequa SAC Carlos Ferreyros eduardo@prodequa.com Cel +51 913 969</small>	Eduardo-Alva-SIGNATURE.png		me	
	Eduardo-Alva-SIGNATURE		me	
 <small>Christopher Cuadrado Prodequa SAC Carlos Ferreyros cristopher@prodequa.com # +51 943 20</small>	Christopher-Cuadrado-SIGNATURE.png		me	
	Template-SIGNATURE		me	
 <small>Valery Diaz Prodequa SAC Carlos Ferreyros</small>	Valery-Diaz-SIGNATURE.png		me	

b. Edit the draw with you information. Be careful in not modify the structure.

Template-SIGNATURE

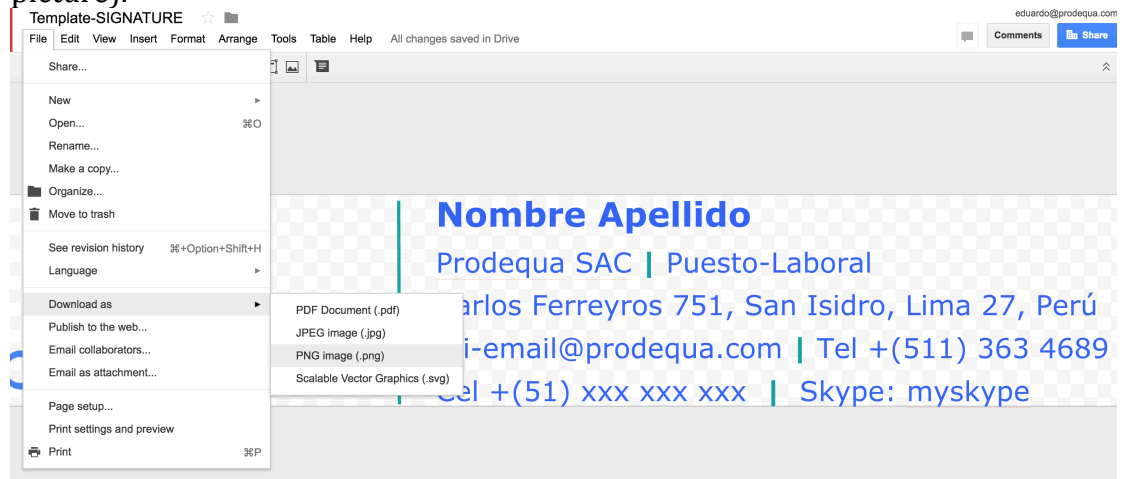
File Edit View Insert Format Arrange Tools Table Help All changes saved in Drive

Shape

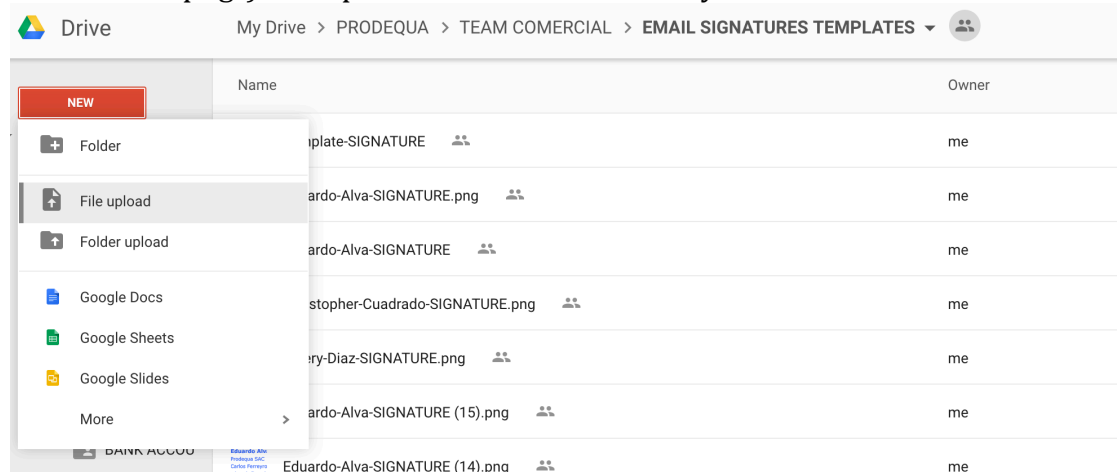


Nombre Apellido
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c. Download the draw with your data in a .PNG format (like in the picture).



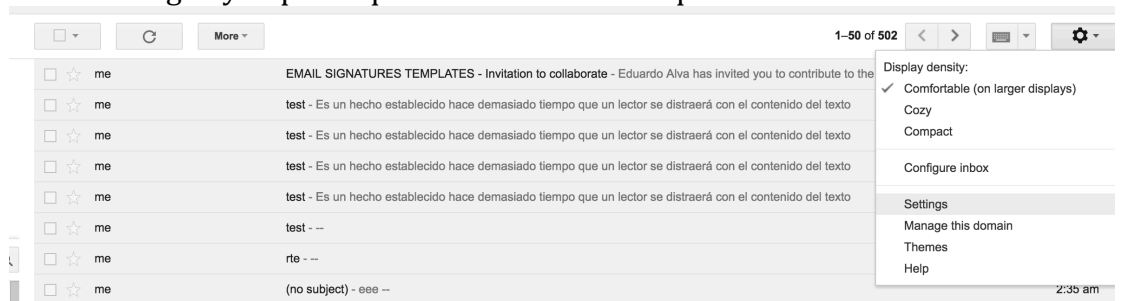
d. Change the name to the file(it should be “Name-LastName-SIGNATURE.png”) and upload to the same directory.



e. Now your signature is ready to be configured in your prodequa account.

2. Updating our signature.

a. Go to setting in you prodequa account like in the picture.



b. Go to the Signature Section in the General Tab.

General Labels Inbox Accounts Filters and Blocked Addresses Forwarding and POP/IMAP Chat Labs Offline Themes

Text

My picture: Select a picture that everyone will see when you email them.

People Widget: Show the people widget - Display information about participants to the right of each conversation
Hide the people widget

Create contacts for auto-complete: When I send a message to a new person, add them to Other Contacts so that I can auto-complete to them next time
I'll add contacts myself

Signature: (appended at the end of all outgoing messages)

No signature

Sans Serif T B I U A G I L R N T X

Insert this signature before quoted text in replies and remove the "--" line that precedes it.

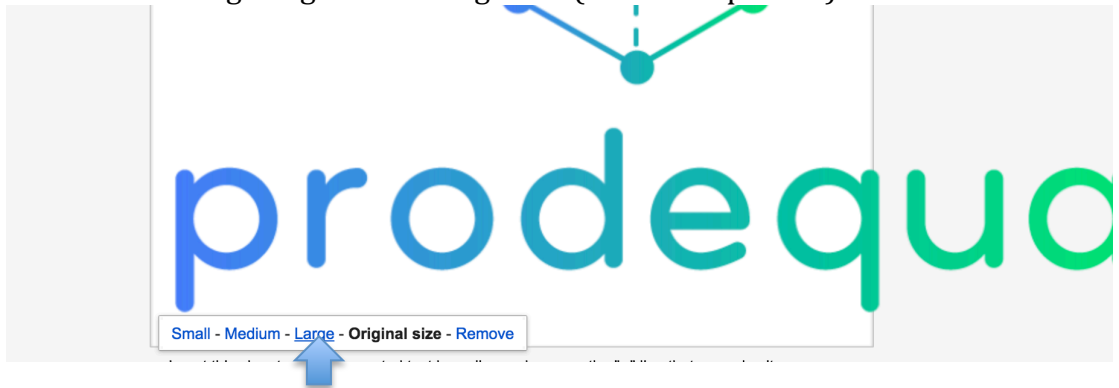
c. Click in insert image and pick you signature file.

Name	Owner	Last modified
Eduardo-Alva-SIGNATURE (8).png	me	1:47 AM
Eduardo-Alva-SIGNATURE (9).png	me	2:21 AM
Eduardo-Alva-SIGNATURE.png	me	3:31 AM
Eduardo-Alva-SIGNATURE.png	me	1:01 AM
Valery-Diaz-SIGNATURE.png	me	3:20 AM

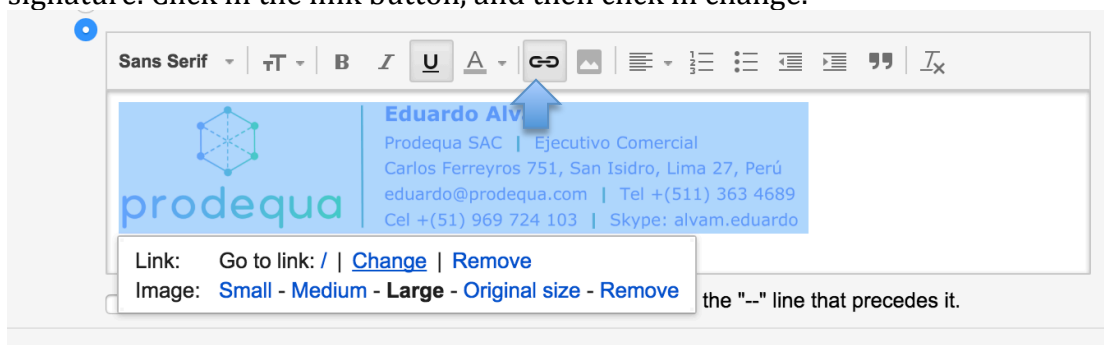
Select Cancel

Anyone with the link can access this image.

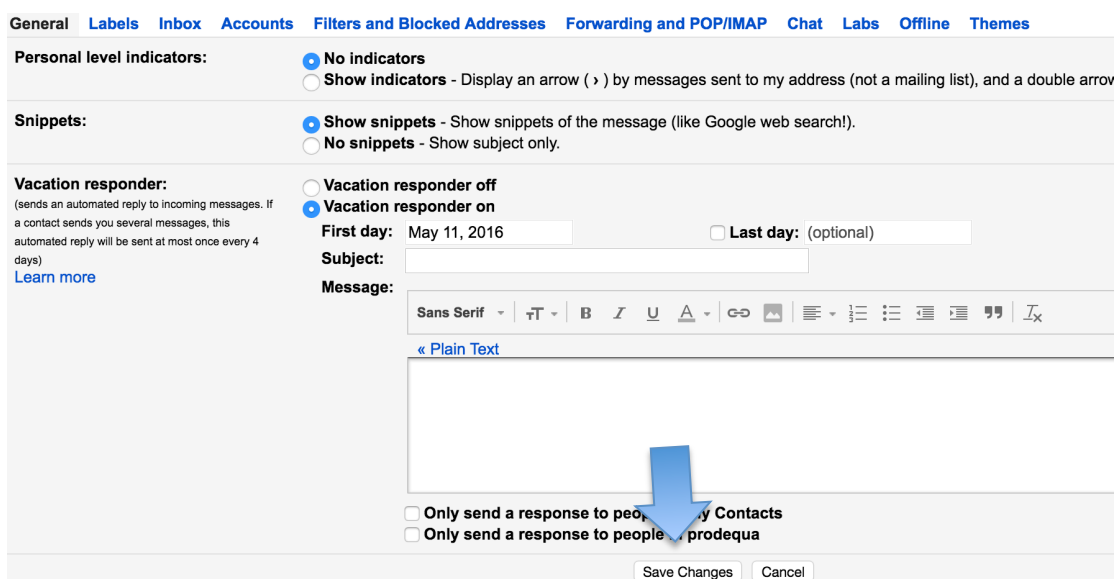
d. You will see a big image. Set in Large size (like in the picture).



- e. Now set the link to prodequa site(www.prodequa.com) in your signature. Click in the link button, and then click in change.



- f. Finally SAVE your changes.



Now you should have a signature like this anytime you write an email.



Thanks.
Eduardo Alva.