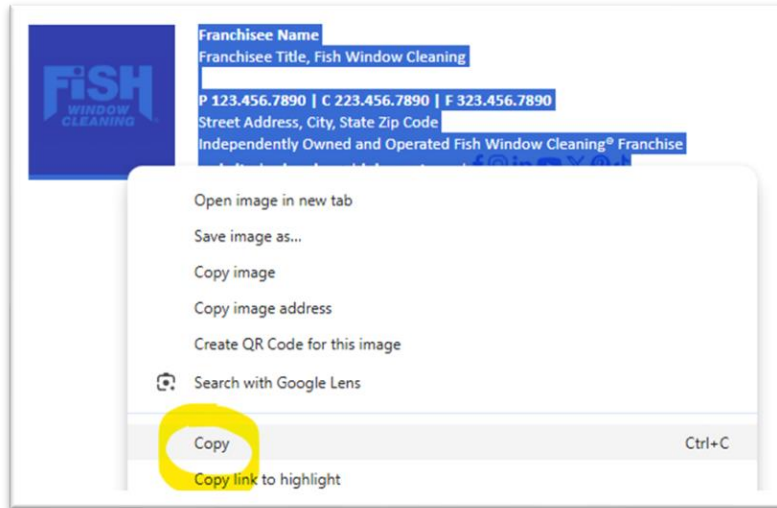


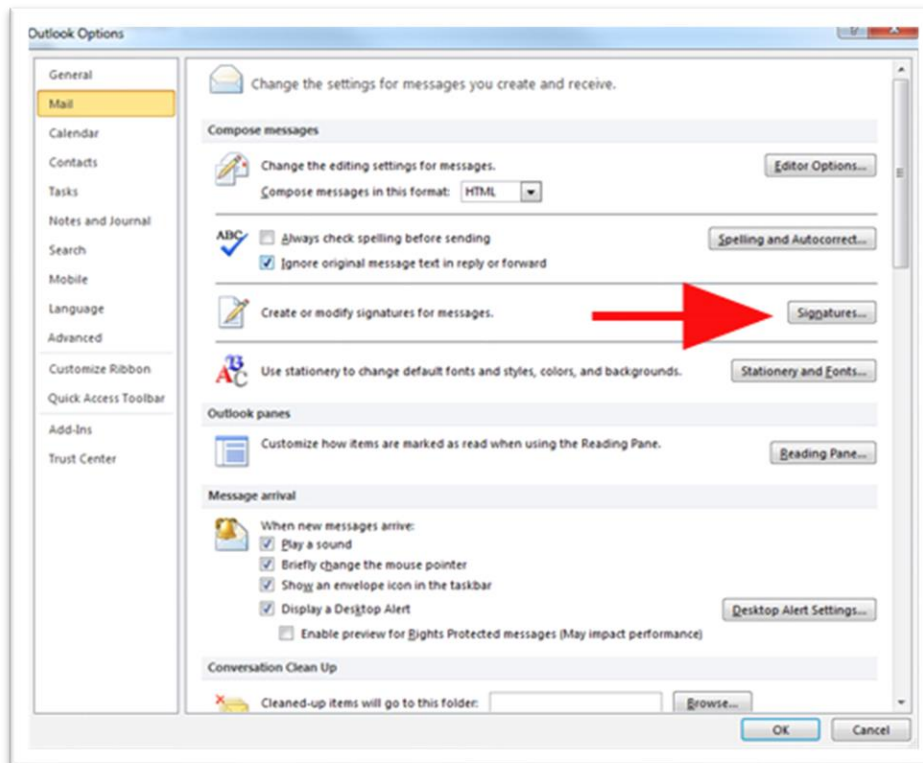


How to Create a FISH Email Signature in Outlook

First, [CLICK HERE](#). Highlight and right click to copy the signature template:



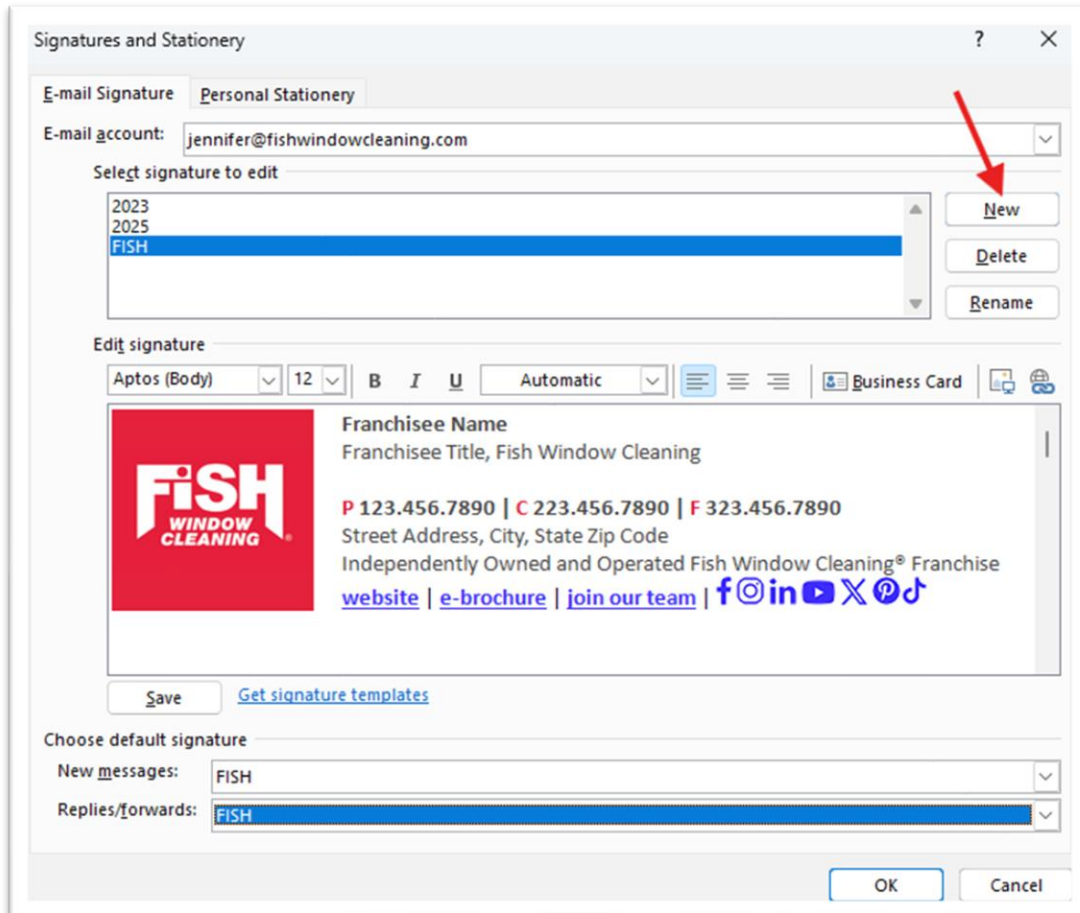
In Outlook, go to **File, Options**, then **Mail**. Then click on the **Signatures** button as shown below.



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Create a new signature. Give it a unique name, i.e. “FISH”. Put your cursor in the big edit field and paste (**Control-V**).

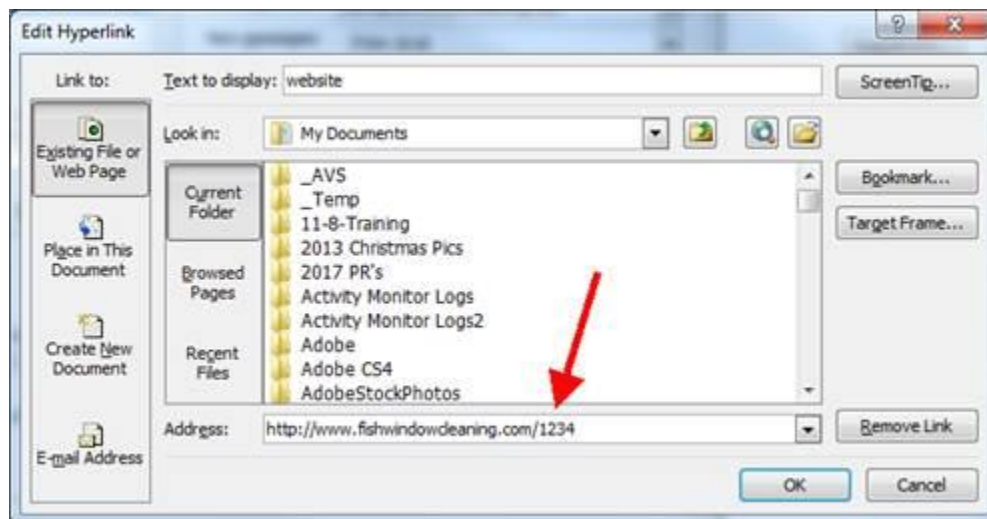
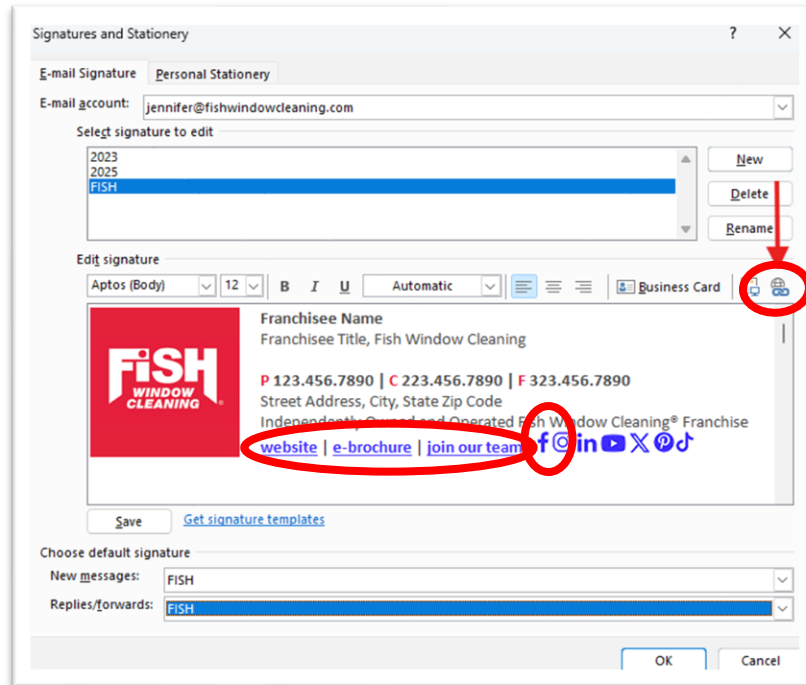


Update your name, title, contact information, and address. NOTE: Do not worry that the word “Franchise” from “Independently Owned and Operated Fish Window Cleaning Franchise” has wrapped to the next line. It will look fine when used in an email.

To personalize the “website”, “e-brochure”, and “join our team” links:

- Highlight “website”
- Click on the icon with a **globe and a chain** in the toolbar
- Enter or **paste** the appropriate Webpage address (URL) in the box at the bottom. Click **OK**, then repeat with the appropriate URL’s for the other four links (“website”, “e-brochure”, and “join our team”). If you’re unsure what your specific URL’s are for these links, please call or email the Director of Branding and Marketing or Technical Support.

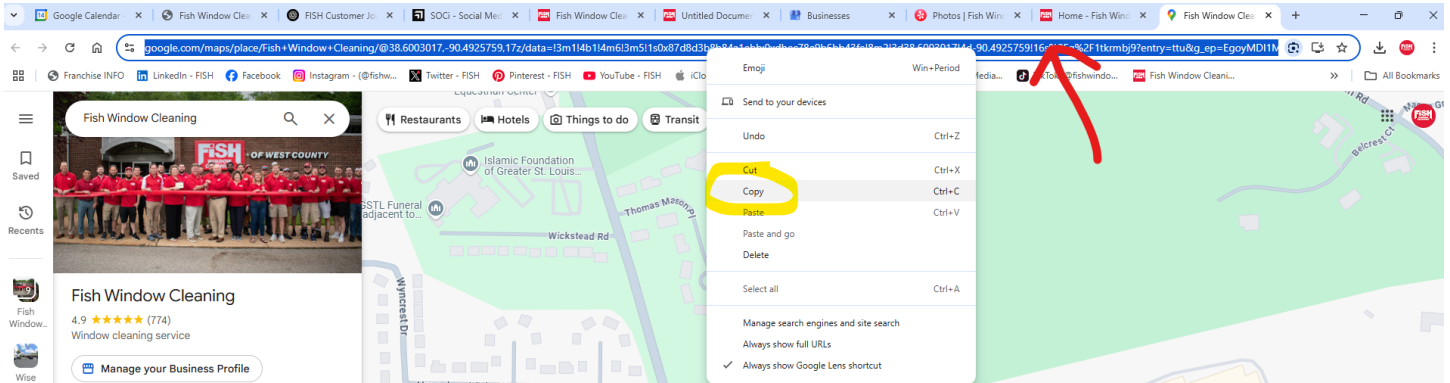
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Feel free to customize these links to include “review us on Google”. To get your local Google review link:

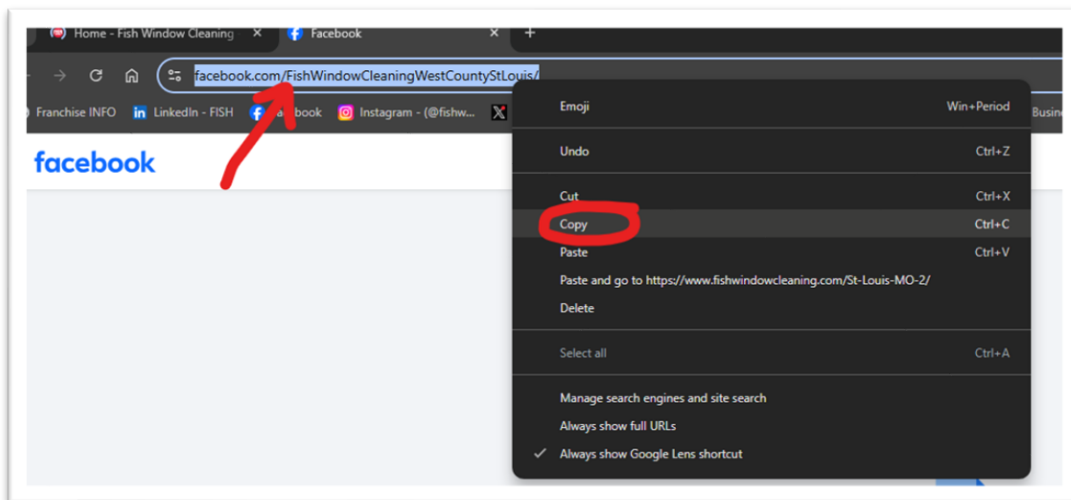
- Go to your local website (www.fishwindowcleaning.com/yourfranchisenumber)
- Click on the first social icon in the top right corner of the page (the storefront with a ‘G’ on it). This will open your local Google Business Profile in a new tab. Highlight the URL/link at the very top. Right click and choose Copy.

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Do the same thing for the first social icon in your email signature: **Facebook** (circled in red on the image above). Click on the 'f' image, then click on the icon with a **globe and a chain** in the toolbar. To get your local FISH Facebook page link:

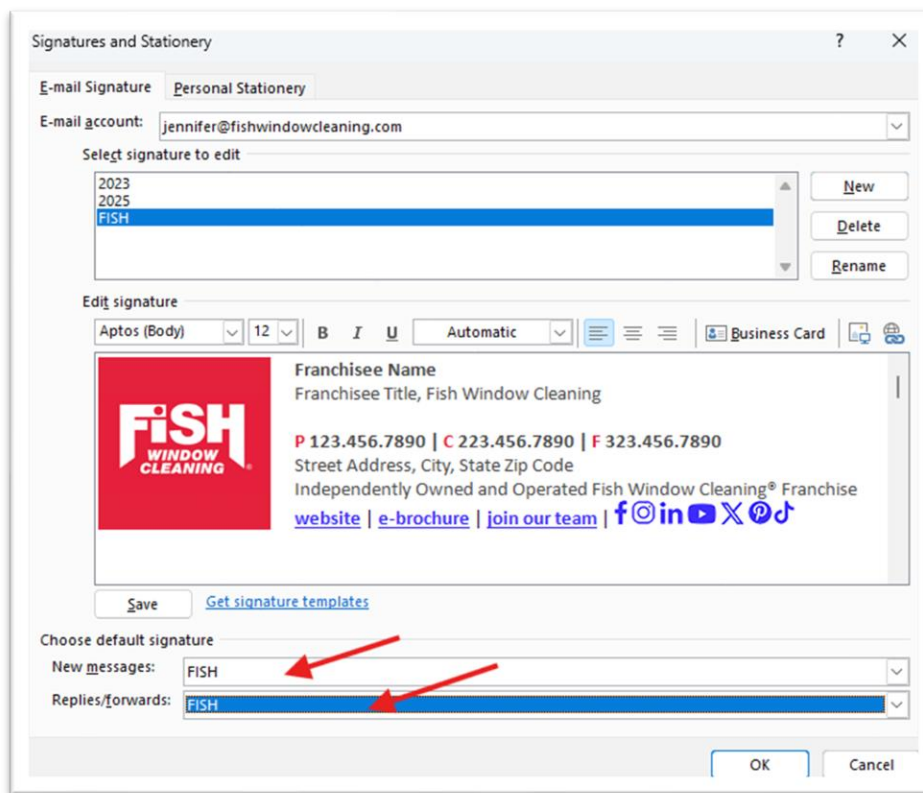
- Go to your local website (www.fishwindowcleaning.com/yourfranchisenumber)
- Click on the second social icon in the top right corner of the page (the 'f'). This will open your local FISH Facebook page in a new tab. (If your page isn't visible, it's because you aren't logged into your *personal* Facebook account.)
- Highlight the URL/link at the very top. Right click and choose Copy.





The other social icons in your email signature (and website) are already setup to direct to Fish Window Cleaning Brand pages.

When you have finished creating your signature and specifying your links, be sure to assign this new signature to your FISH email account. Select your account from the upper right drop down menu, then select your new signature (i.e., FISH) for the **New messages** option and for the **Replies/forwards** option.



Click OK. Create a NEW email. Your new signature should be in place. Make sure the size, font, and colors are correct. If you have any questions, please call or email the Director of Branding and Marketing or Technical Support.