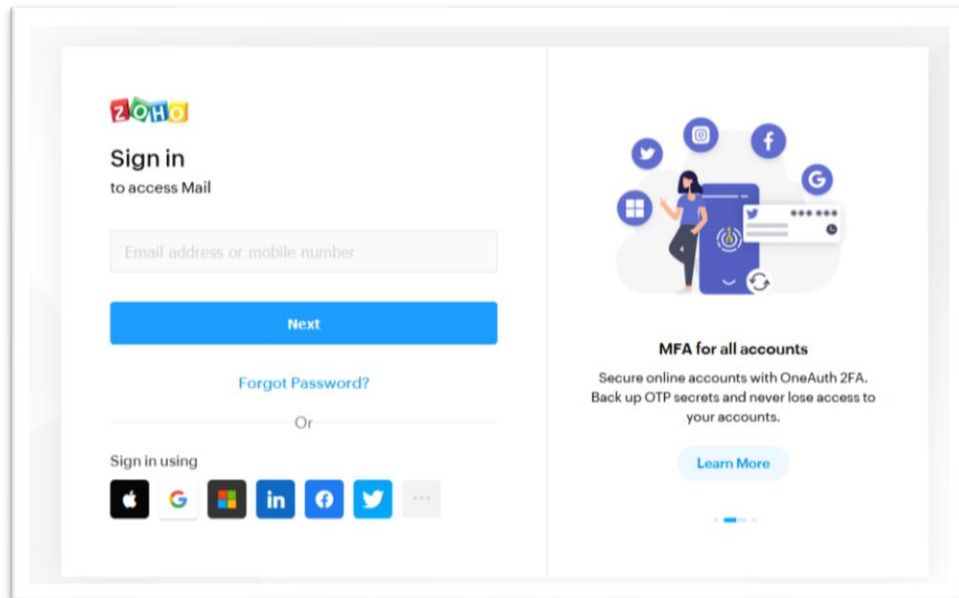


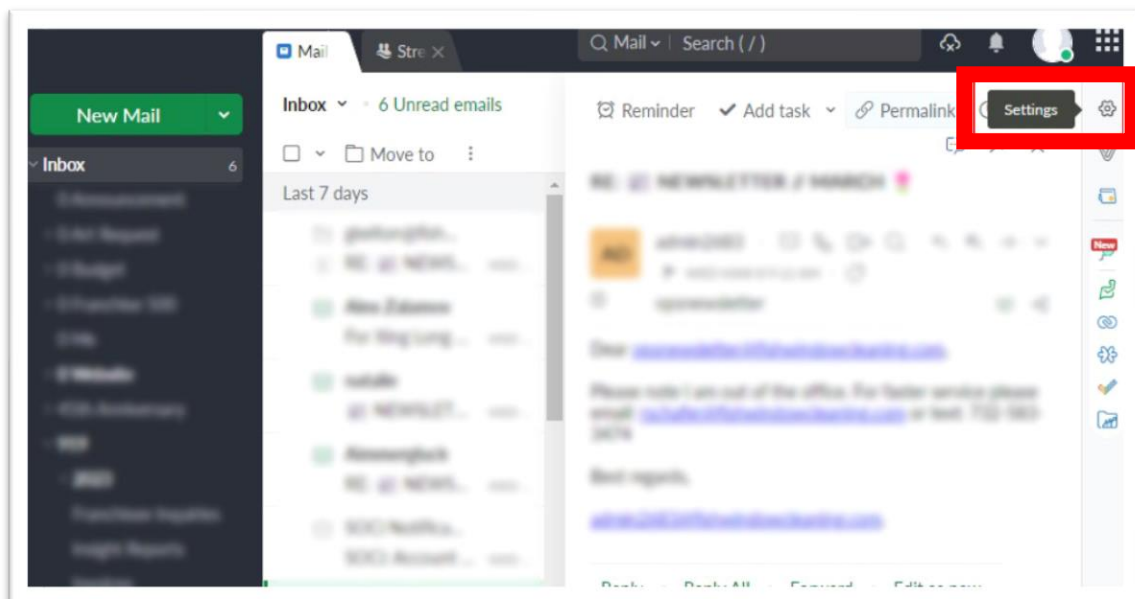
## How to Create a FISH Email Signature in Zoho Web Mail

To setup your Fish Window Cleaning email signature:

1. Open a web browser and go to <https://mail.zoho.com/> and sign in.

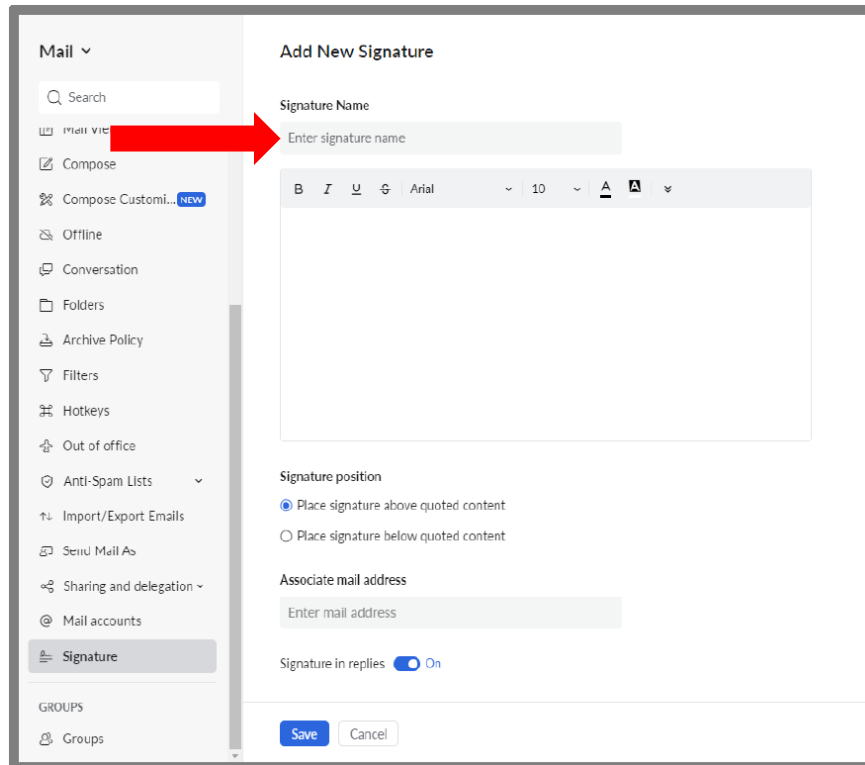


2. Once you are signed in, on the far right click the **gear icon** which is **Settings**.

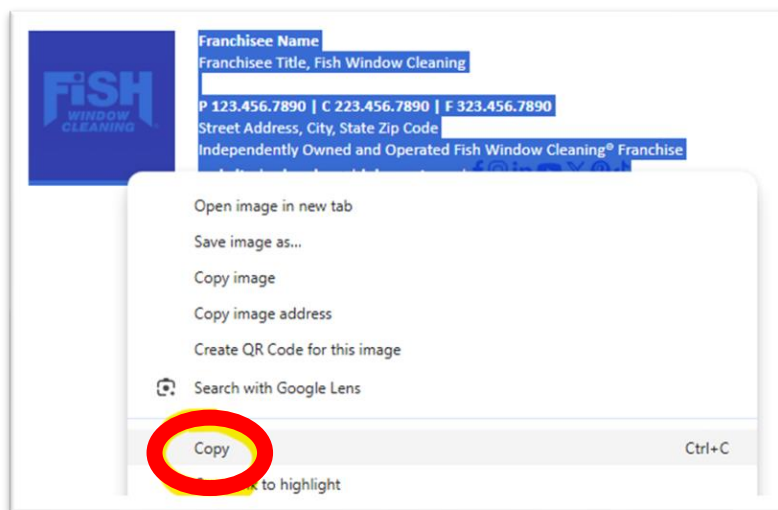




- On the left side menu of the Settings dialogue box, scroll to the bottom and click **Signature** and the **Add New Signature** window will open. Enter the signature name in the **Enter signature name** box.



- Click <https://www.savewithfish.com/upload/FranchiseeSignature.htm>. This will open a web browser window. Now **Select** (Ctrl A) and **Copy** (Ctrl C) the email signature as show below.

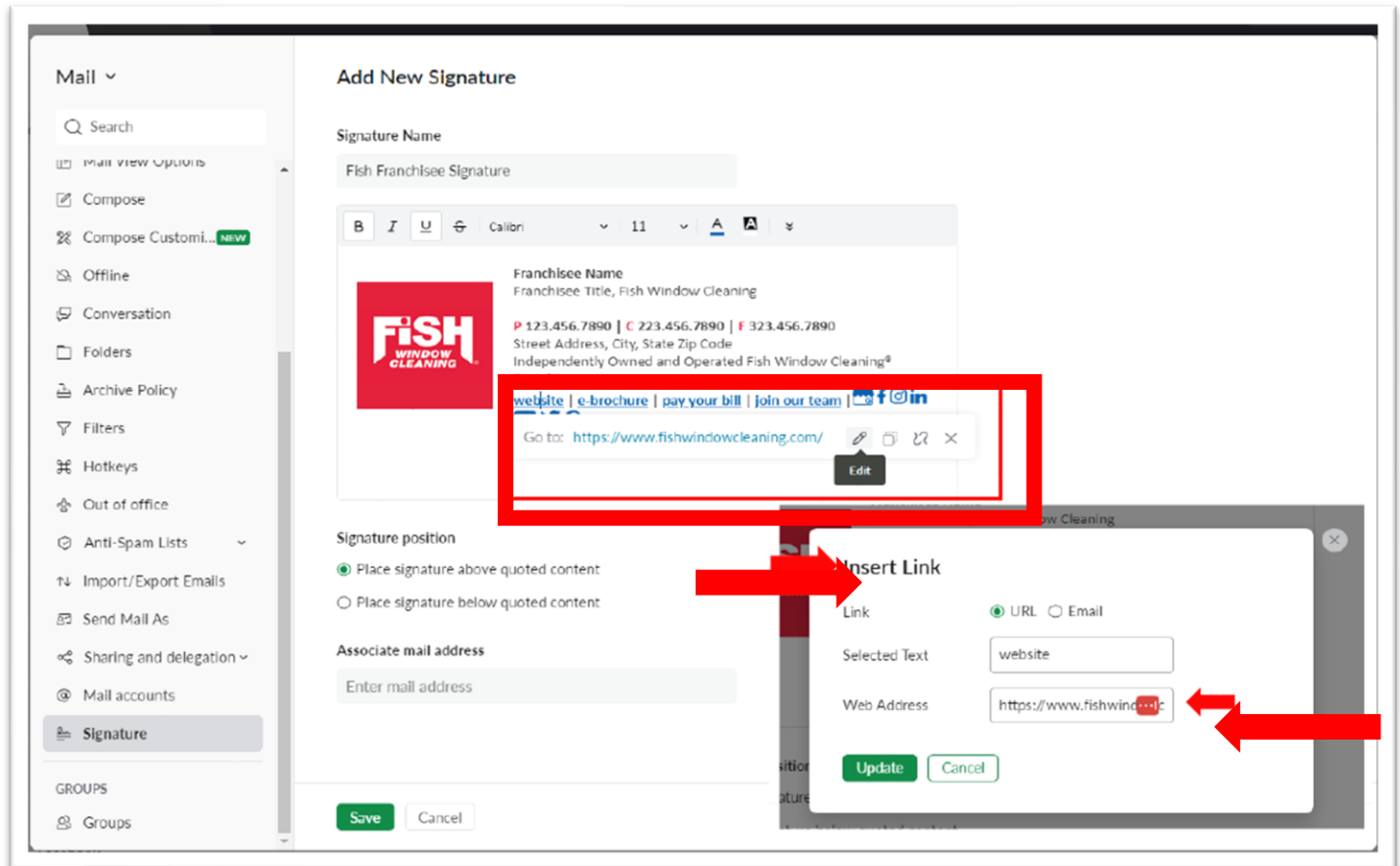




5. Go back to Zoho Mail and **Paste** (Ctrl V) the email signature into the body of the **Add New Signature** window.

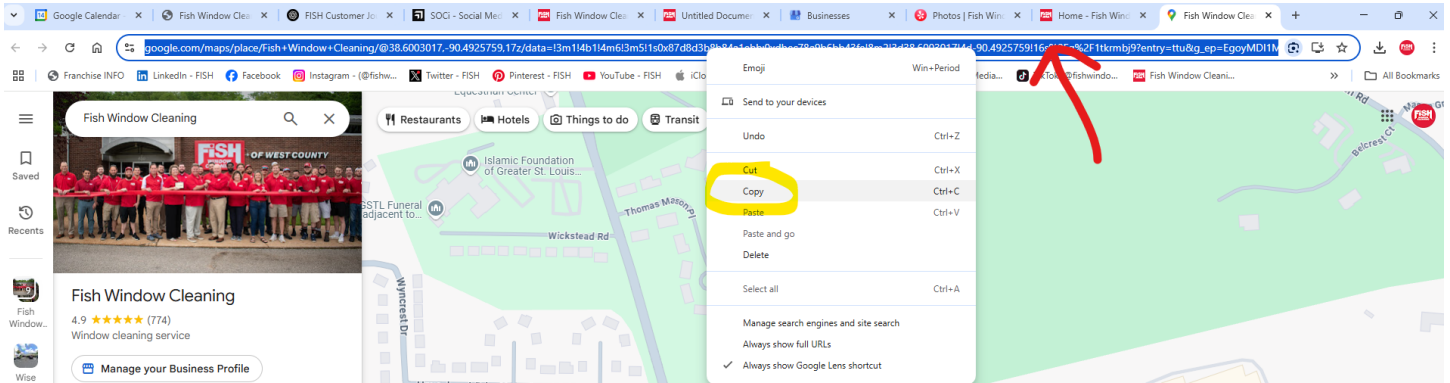
A screenshot of the Zoho Mail 'Add New Signature' window. The left sidebar shows the 'Mail' menu with options like Search, Compose, and Signature. The main area is titled 'Add New Signature'. It has a 'Signature Name' field with 'Fish Franchisee Signature' entered. Below this is a rich text editor with a toolbar showing bold, italic, underline, and link options. The editor contains a red 'FISH WINDOW CLEANING' logo, followed by the text 'Franchisee Name', 'Franchisee Title, Fish Window Cleaning', and contact information: 'P 123.456.7890 | C 223.456.7890 | F 323.456.7890', 'Street Address, City, State Zip Code', 'Independently Owned and Operated Fish Window Cleaning® Franchise', and links for 'website', 'e-brochure', 'pay your bill', 'join our team', and social media icons for YouTube, Facebook, and LinkedIn. Below the editor, there are radio buttons for 'Signature position' (selected: 'Place signature above quoted content') and a field for 'Associate mail address'. At the bottom are 'Save' and 'Cancel' buttons.

6. **Update your Franchisee Name, Franchisee 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.
7. To personalize the “website”, “e-brochure”, “pay your bill” and “join our team” links:
  - a. Click anywhere on the word “website” and a **Go to:** window will open. **Select** the Pencil icon which is **Edit** and an **Insert Link** window will open. Copy or type in your local franchise website address ([www.fishwindowcleaning.com/yourfranchisenumber](http://www.fishwindowcleaning.com/yourfranchisenumber)).
  - b. Go through the same process for e-brochure, pay your bill and join our team links.



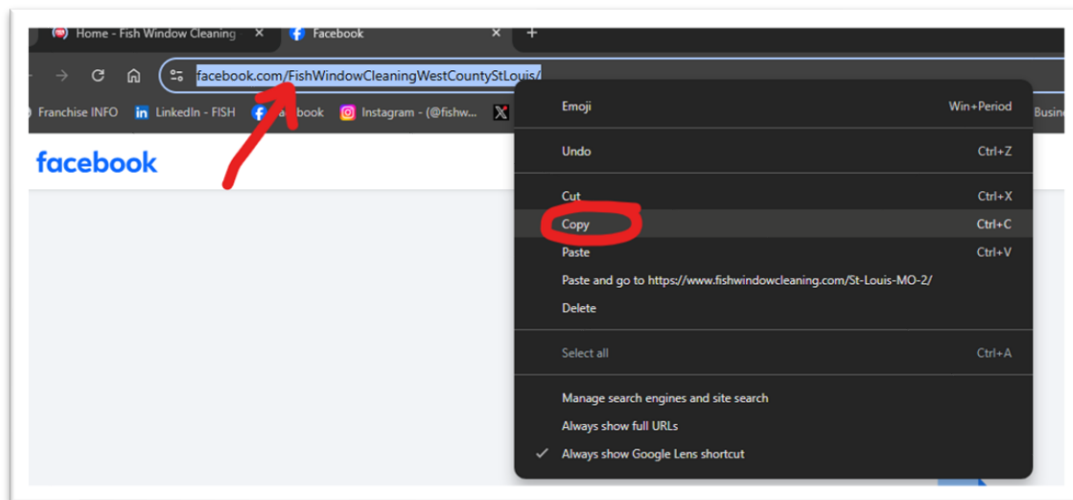
Feel free to customize these links to include “review us on Google”. To get your local Google review link:

- Go to your local website ([www.fishwindowcleaning.com/yourfranchisenumber](http://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.



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](http://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.

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8. You can **ignore** Signature position.
9. Now that your signature is updated click into the **Associate mail address** box and **Type** in your @fishwindowcleaning.com email address so now this signature will always be associated with your email. Click **Save**.

A screenshot of the 'Add New Signature' form in an email client. The left sidebar shows the 'Mail' menu with 'Signature' selected. The main area is titled 'Add New Signature'. It includes a 'Signature Name' field with 'Fish Franchisee Signature'. Below is a rich text editor with a toolbar and a preview of the signature. The preview includes the Fish Window Cleaning logo, the franchisee name, title, phone, fax, and email numbers, a street address, and a disclaimer. At the bottom of the preview are links for the website, e-brochure, pay your bill, and join our team, along with social media icons. Below the preview is the 'Signature position' section with two radio buttons: 'Place signature above quoted content' (selected) and 'Place signature below quoted content'. Below that is the 'Associate mail address' section with a text input field labeled 'Enter mail address'. At the bottom are 'Save' and 'Cancel' buttons. Red boxes highlight the 'Associate mail address' field and the 'Save' button.