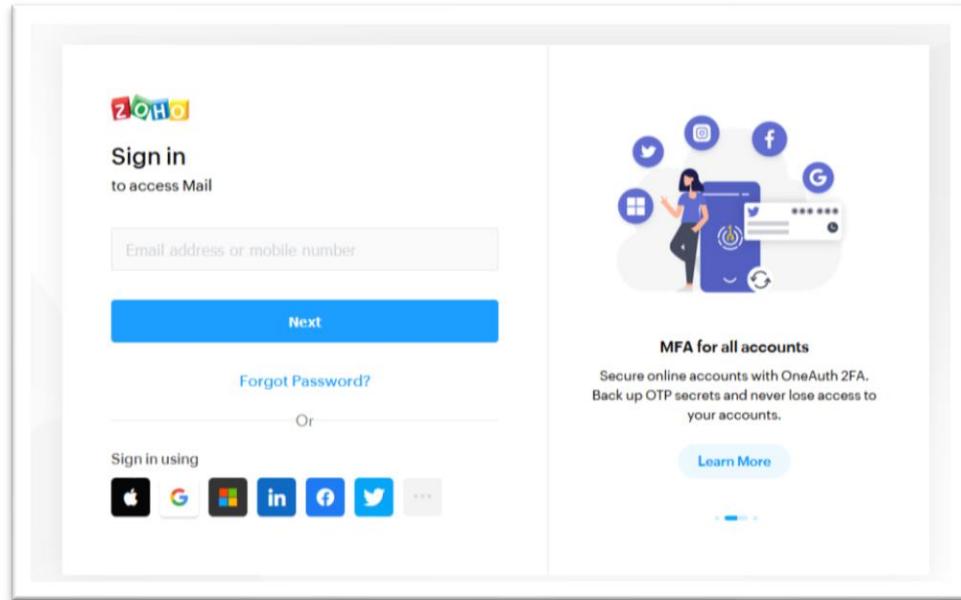




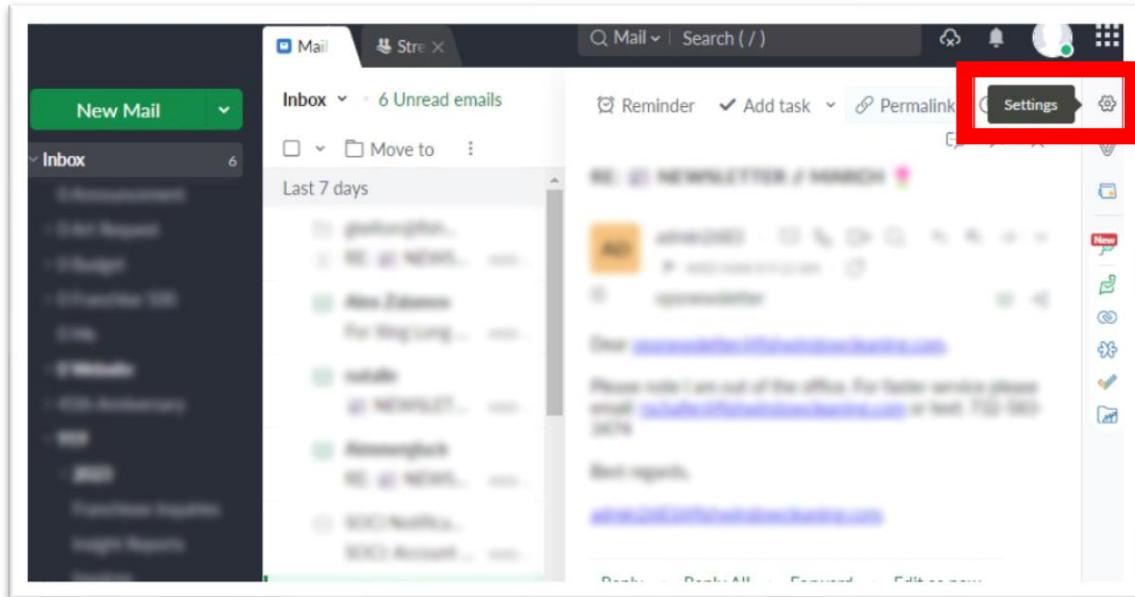
How to Create a FISH Email Signature in Zoho Web Mail

To setup your Fish Window Cleaning email signature:

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

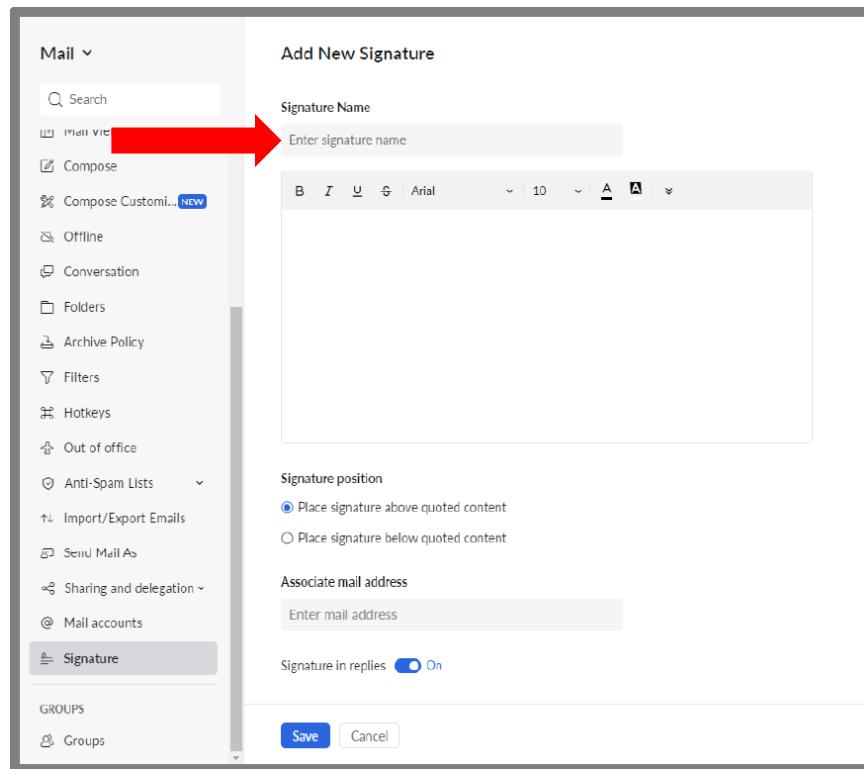


2. Once you are signed in, on the far right click the **gear icon** which is **Settings**.

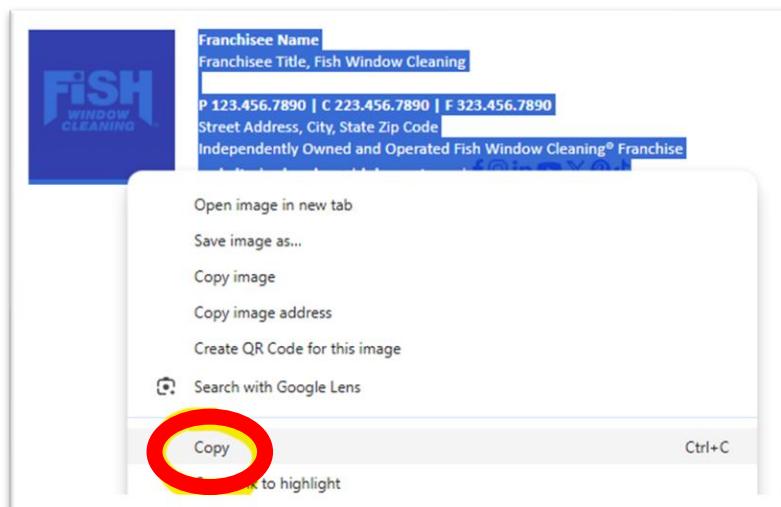




3. On the left side menu of the Settings dialogue box, scroll to the bottom and click **Signature** and the **Add New Signature** window will open. Enter the signature name in the **Enter signature name** box.

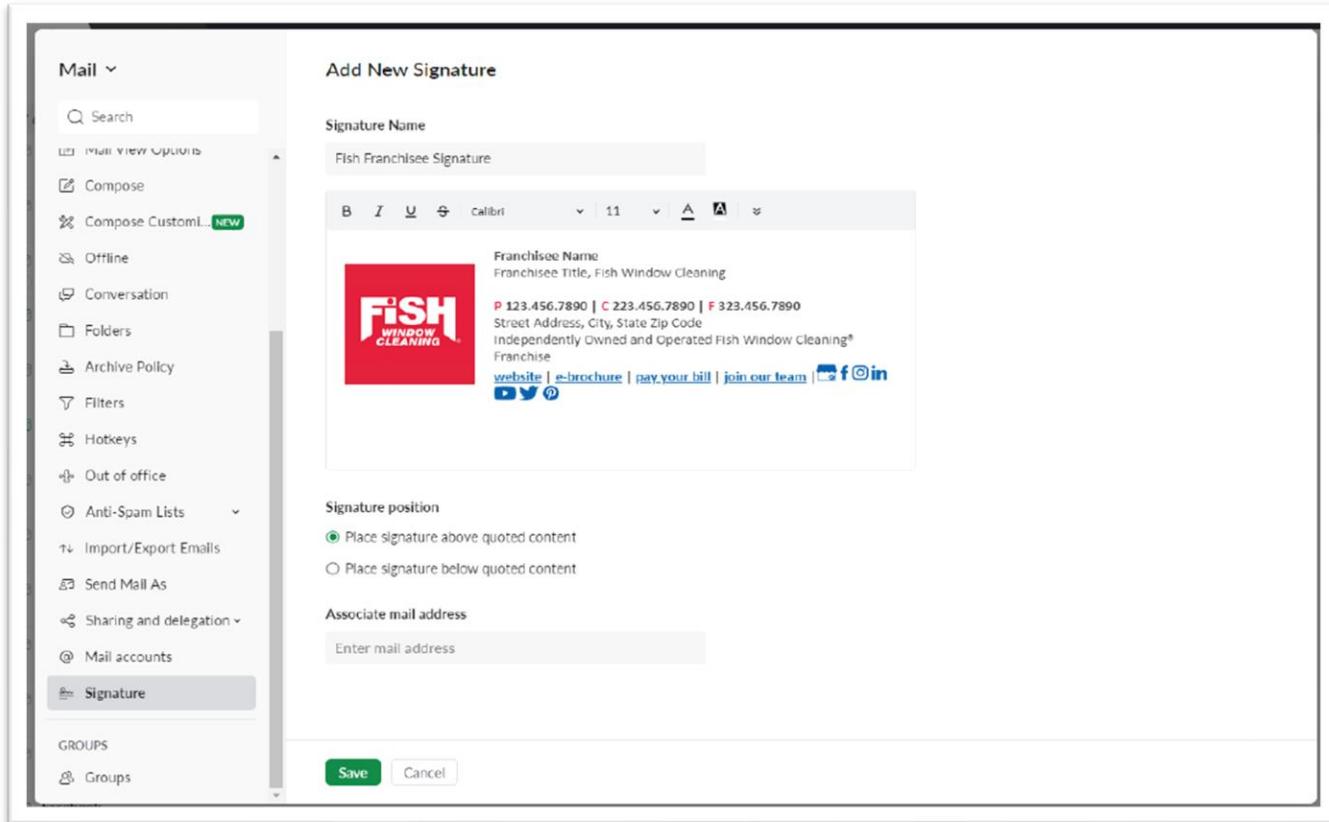


4. Click <https://www.savewithfish.com/upload/FranchiseeSignature.htm>. This will open a web browser window. Now **Select** (Ctrl A) and **Copy** (Ctrl C) the email signature as show below.

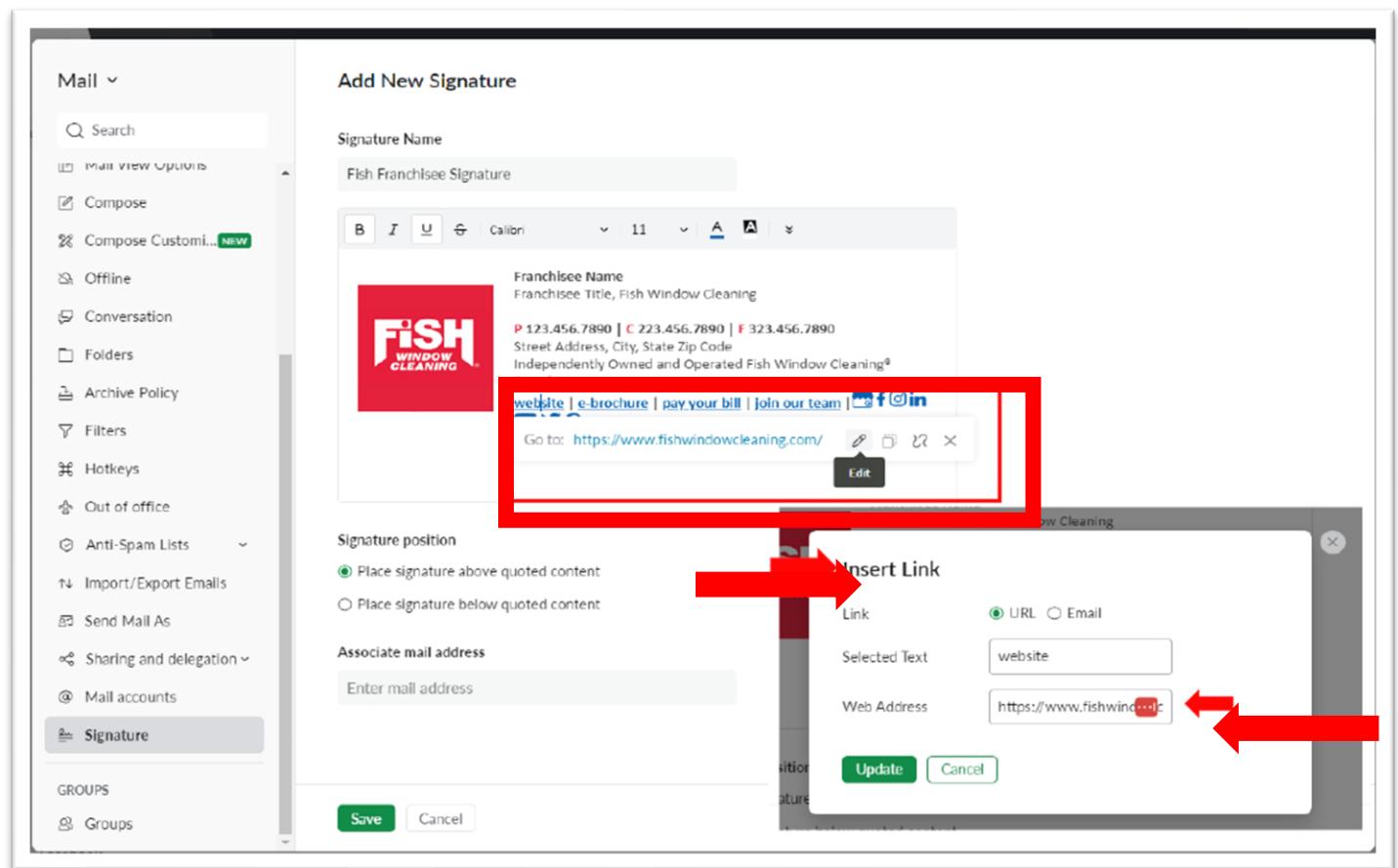




5. Go back to Zoho Mail and **Paste** (Ctrl V) the email signature into the body of the **Add New Signature** window.

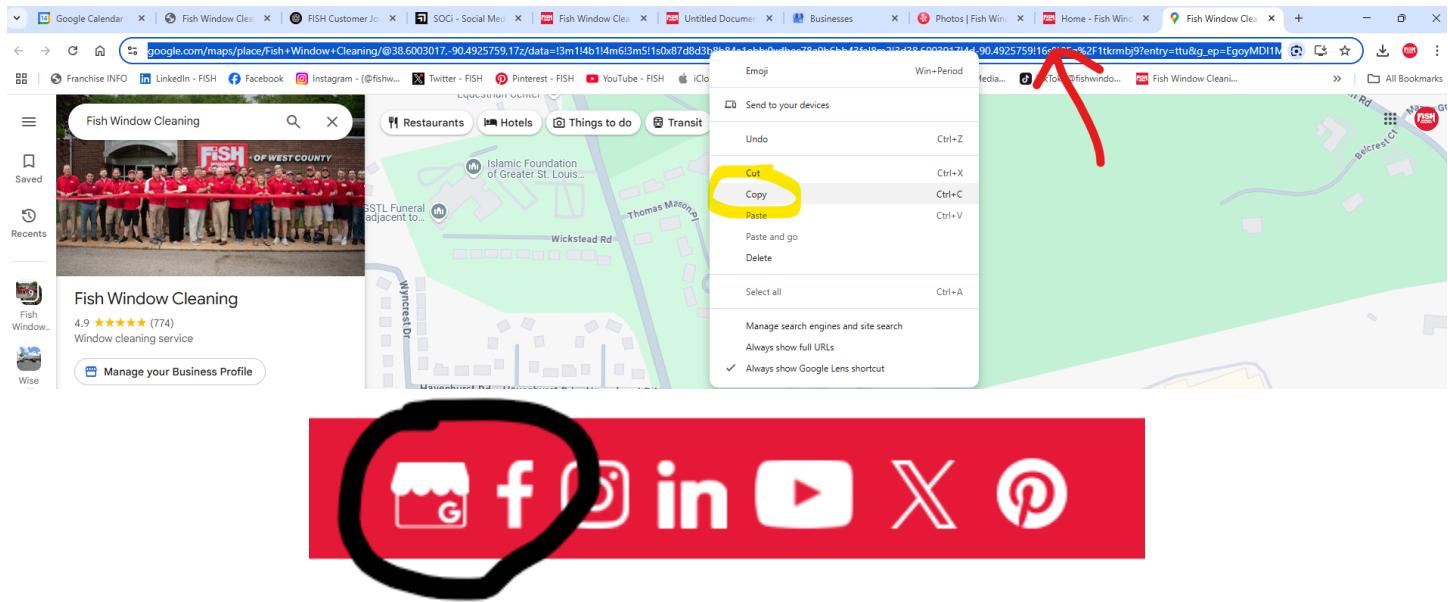


6. **Update your Franchisee Name, Franchisee Title, Contact Information, and Address.** NOTE: Do not worry that the word "Franchise" from "Independently Owned and Operated Fish Window Cleaning Franchise" has wrapped to the next line. It will look fine when used in an email.
7. To personalize the "website", "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/yourfranchisenum).
 - b. Go through the same process for e-brochure, pay your bill and join our team links.



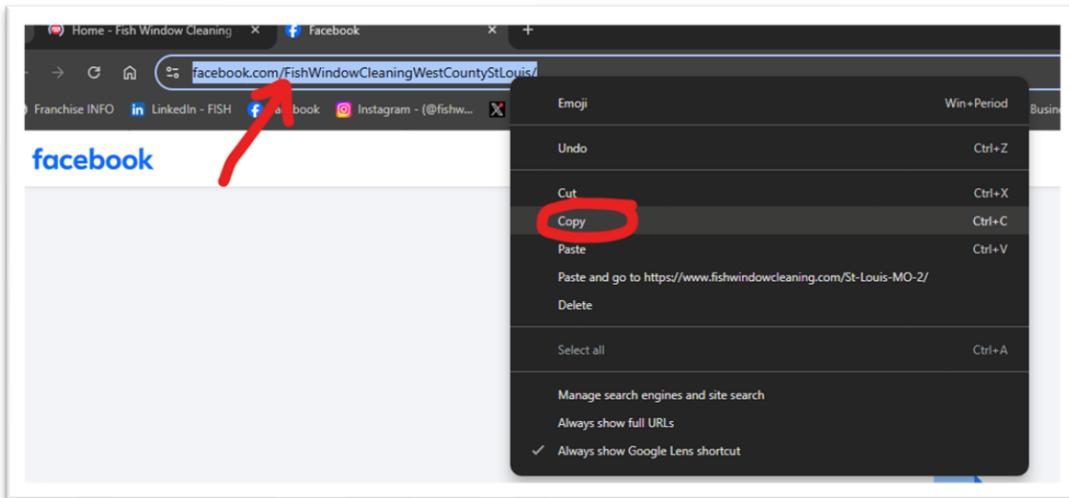
Feel free to customize these links to include “review us on Google”. To get your local Google review link:

- Go to your local website (www.fishwindowcleaning.com/yourfranchisenumber)
- 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)
- 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.



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**.

