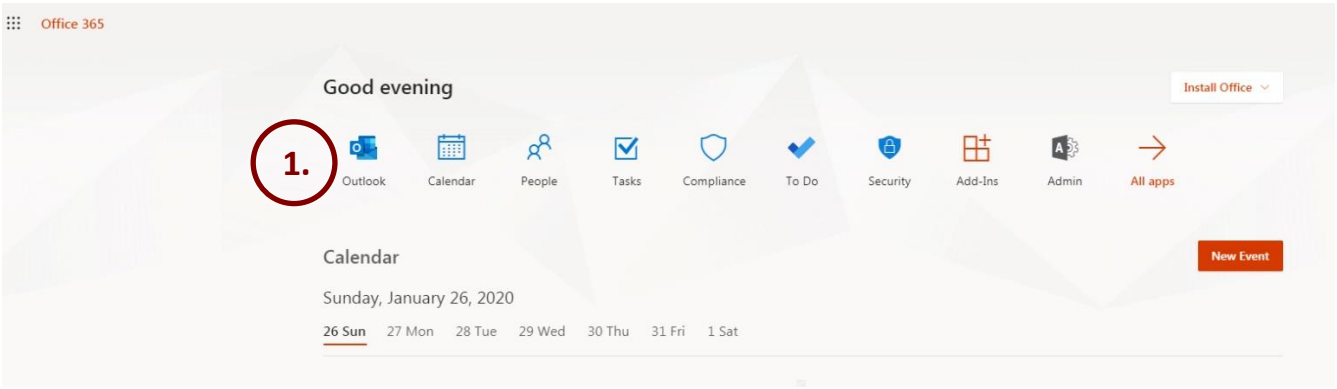
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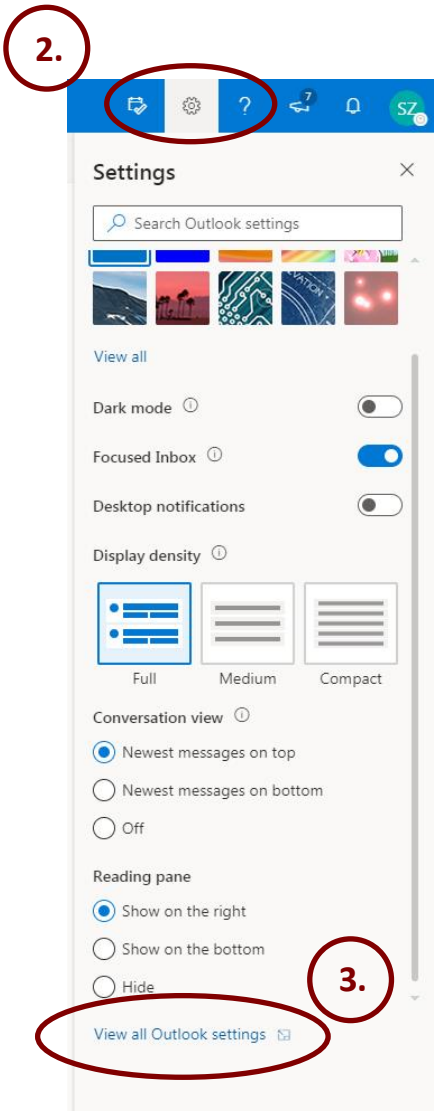
Setting up a GenStone Realty Email Signature

(via O365 on your browser)

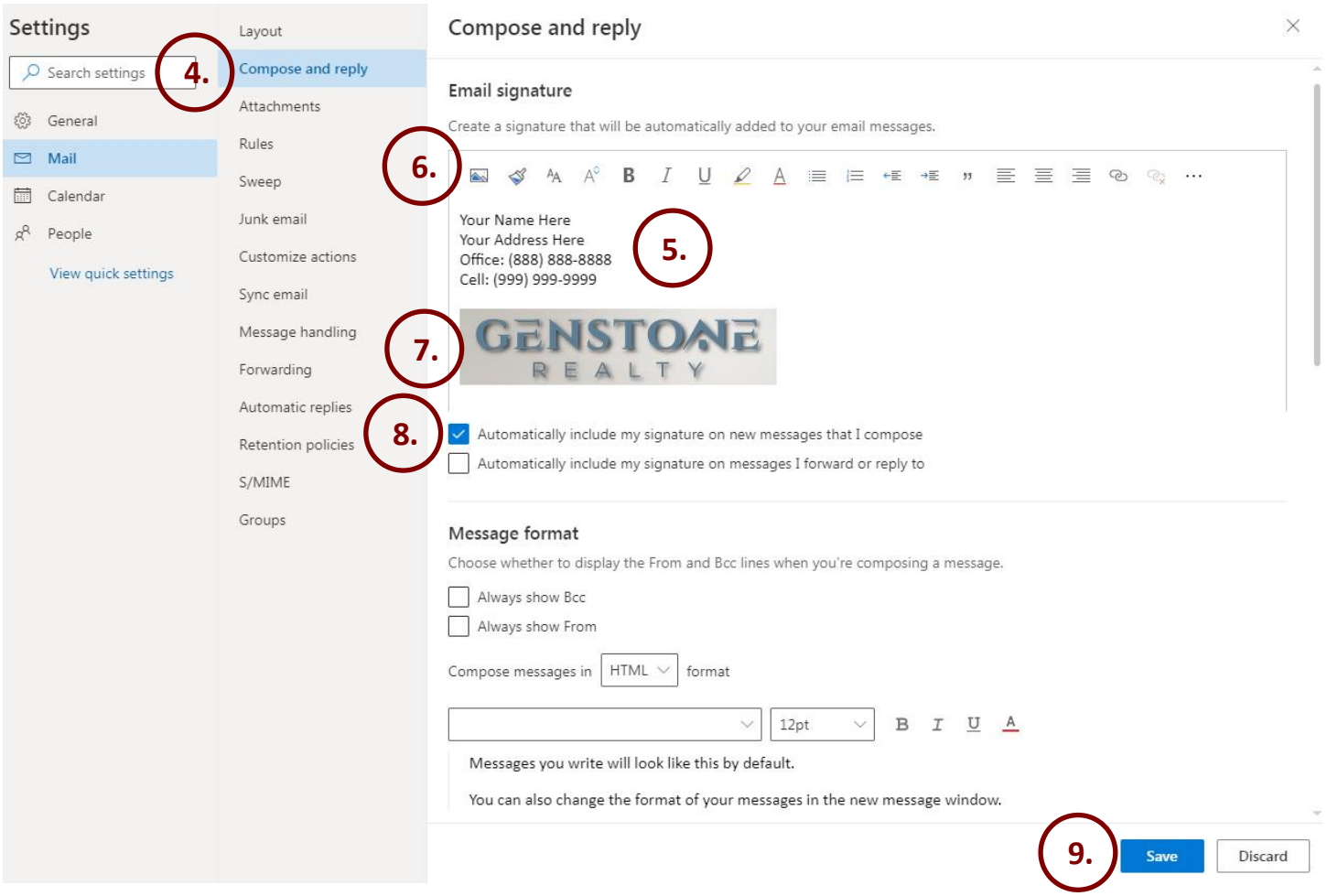
1. Log into your O365 email account and click the “Outlook” icon.



2. In the upper right corner of the Outlook (Mail) page, click the icon for Settings



3. Click the “View All Outlook Settings” link at the bottom of the list



4. Click the “Compose and Reply” option.
5. In the Email Signature box, enter your name, phone number(s), address, etc.
6. After entering the text, click the image icon to insert the logo. Click to use this logo. Download it from the GenStone Resource Library to your hard drive to save it.

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7. Locate this GenStone Realty logo saved to your hard drive. First, insert the logo under your signature. Then, resize it by clicking the logo, capturing a dot on a corner, and moving the cursor to the middle of the logo until it is an appropriate size.
8. Check the “Automatically include my signature on new messages that I compose” checkbox.
9. Click the “Save” button at the bottom of the page. You should then copy the full signature and paste it in your kvCORE profile in the email Signature section for emails going out from kvCORE.

