



email that makes you look  
**gloooqpro**<sup>TM</sup>  
powered by bmail

# Signature Editor

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NG Email technology

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# Signature editor

Create a uniform signature for all your employees in one click

[Supported in Active Directory environment only]

# Step 1

## Access the Signature module

- Open the Admin section by clicking "Admin".
- Enable the signature by selecting the checkbox.
- Click "Signature Editor".

The screenshot displays the Administration section of the gloooqPro interface. At the top, there are three navigation tabs: "Launch Campaign", "Statistics", and "Admin". The "Admin" tab is selected. Below the navigation bar, the "Administration" section is visible. It contains several settings and buttons:

- Users Management:** A "Manage" button.
- Global Filter:** An "Update List" button.
- Signature Editor:** A "Signature Editor" button and a checked checkbox labeled "Enable Signature".
- Customer ID:** A text input field.
- Banner Size Limit:** A text input field.
- Domain Name:** A text input field.
- Domain User Name:** A text input field.
- Domain User Password:** A text input field.
- Mail From:** A text input field.
- Apply:** A button at the bottom of the form.












Three green callout boxes provide instructions:

- a. Click "Admin"**: Points to the "Admin" tab in the navigation bar.
- b. Click "Enable Signature"**: Points to the checked checkbox next to "Enable Signature".
- c. Click "Signature Editor"**: Points to the "Signature Editor" button.

## Use the signature toolbar

The personal details toolbar allows you to design your own signature by applying the chosen details. It's a simple, easy tool that enables you to create a unified signature for all the company's employees at once.



-  **Add rows** - add more personal details to your email signature: Full Name, Department, Address, Telephone, etc.
-  **Delete rows** - delete unwanted details from the signature.
-  **Label** - this is the actual descriptive information which will be shown in your signature, prior to the field which is pulled out of Active Directory. If you do not require this, leave this box blank, i.e. Email: user@mydomain.com, Website: www.mydomain.com
-  **Field** - the actual data which is stored in the Active Directory, i.e. John Smith, CEO, www.mydomain.com
-  **Select Font** - select from various system font selection.
-  **Size** - choose different text sizes for your signature.
-  **px** - you have the ability to manually enter the size of the text in pixels, instead of using the system default, i.e. customised size.
-  **Free Text Box** - use up to 5 text boxes below your signature for a disclaimer or free text.
-  **Space between rows** - to add space between your detail fields, simply insert a row and leave it blank.
-  **Template** - only one signature template can be used at one time.
-  **Logo** - the logo will be pulled from the server according to the domain name. This is the **logo.gif** file which is located in the following directory:  
C:\Program Files\gloogServer\gloogWeb\Banners\logo.gif. Please replace the file with your company logo and make sure it is named **logo.gif**. If you have more than one domain, please create the gif files with the domain name. i.e. "gloog.com.gif".

## Part I: Design

To create your own signature, please follow the detailed steps below:

- Step 1: Click on add details. This will add a new row with details to your signature.
- Step 2: Type a label if required and choose the appropriate field which will be pulled from the Active Directory.
- Step 3: Choose font, text size, bold/italic/underline functions and color.
- Step 4: You can add a new row and leave it blank if you want a space.
- Step 5: Enter free text in the text boxes.




## Text Box



1. You can create up to 5 text blocks and switch between them by clicking on the drop down menu.
2. Select the text prior to making cosmetic changes.
3. When you are done, it will be displayed automatically. Check the preview section for the result.

## Part II: Preview

**Preview** - Allows you to preview your signature before saving and make necessary modifications if needed.

-  **Save** - After finalising your signature you can save.
-  **Save and Exit** – Save your signature and close the editor.
-  **Exit** – Exit without saving.

**The gloog Signature Builder**  
Create a uniform signature for all your employees

Exit | Save | Save and Exit

**Build Signature**

Add Detail

Personal Details

Label: [ ] Field: Full name Font: Arial Size: 12 px **B** *I* U

Label: Title Field: Title Font: Tahoma Size: 18 px **B** *I* U

Label: [ ] Field: Logo Font: Tahoma Size: 12 px **B** *I* U

Here is an example of a fully configured signature

**Preview Signature**

Refresh Preview

**Fred Smith**  
Head of Digital Communications  
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Jane Rd.  
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Tel. +44 207 876 9876  
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**revolutionare**  
NG Email technology

Please do not print this email unless you have to  
so we can protect our environment

Preview

email that makes you look  
**gloogpro**  
powered by bmail

Launch Campaign | Statistics | Admin

**Administration**

Users Management:   
Global Filter:   
Signature Editor:   Enable Signature

Customer ID:  
Banner Size Limit:  
Domain Name: [ ]  
Domain User Name: [ ]  
Domain User Password: [ ]  
Mail From: [ ]

Click "Apply"

After you have saved the signature, close the window.  
On the Admin screen, click "Apply".

**Need assistance?**  
International Hotline. +44 20 7617 7392  
Email: [support@gloog.com](mailto:support@gloog.com)