## **SmartAdvocate**<sup>®</sup>

Tip of the Week

Did you know you can create signature lines and use a "default signature" for emails sent from SmartAdvocate?

If you have a signature line that you use for your outgoing emails in Outlook, for example, you can save that signature line in SmartAdvocate as well, so that your emails sent from a case in SmartAdvocate will have that signature automatically appended. Of course, you can create a totally different signature line in SmartAdvocate if you wish. (Note: If you will be using an existing signature from some other email system (Outlook, etc.) it is best to copy that signature before you start to create it in SmartAdvocate). Here's how:

(1) Click on the email icon on the tool bar of any case in SmartAdvocate (you must do this from an existing case in SmartAdvocate)

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Summary	* CS18	0103 - Coggins	, Gary -v- Moo	re's Auto Care,			Auto-N	ot Mun-N	ot Death (R	.ear End) 6/23/2	2012				Attorney: Sir	mpson, Claude Pa	ralegal:	Simpson, Claude
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Emails																		

(2) From the email dialog box, click the drop-down for the 'Signature' tab on the top right section and select 'Manage' (see screen shot below)

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	Cc			Send a copy to me			
Send	Bcc			Send a blind copy to me			
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(3) Enter a name of your choice in the empty box below the 'Select signature <Add New>' field (see screen shot below)

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(4) Position your cursor (click) in the blank section and create your signature. (If you copied an existing signature, past it in this section)

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	Regards,													
	Claude Simp Manager of Smar SmartAdvocat 6 Harbor Park Dri Port Washington, (516) 723-4668 (d (516) 457-2577 (t (516) 740-7777 (s (516) 723-4768 (d claude@smartad http://www.smar	son rtAdvocate Training te LLC. ive , New York 11050 direct) mobile) support) fax) <u>vocate.com</u> rtadvocate.com												
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- (5) Check the 'Default Signature' box if you want this to be your default signature
- (6) Click the 'Save' tab at the bottom of the Manage Signature dialog box to save the new signature

You can use the foregoing procedure to create as many signature lines as you wish. Naturally, only one signature can be the default.

Here is a link to a brief video clip that illustrates how to create a signature line and how to make it the default signature for emails sent from SmartAdvocate:

https://youtu.be/FtJT3CeGNZY