

This **eCom Process Email Signature Creator Checklist** is designed as a simple to-do list to effectively create a personalized email signature. This short guide will show you how to create your own email signature according to the designed set by company.

- Important Links
- Create E-Signature
- Integration with Email Software

1. IMPORTANT LINKS

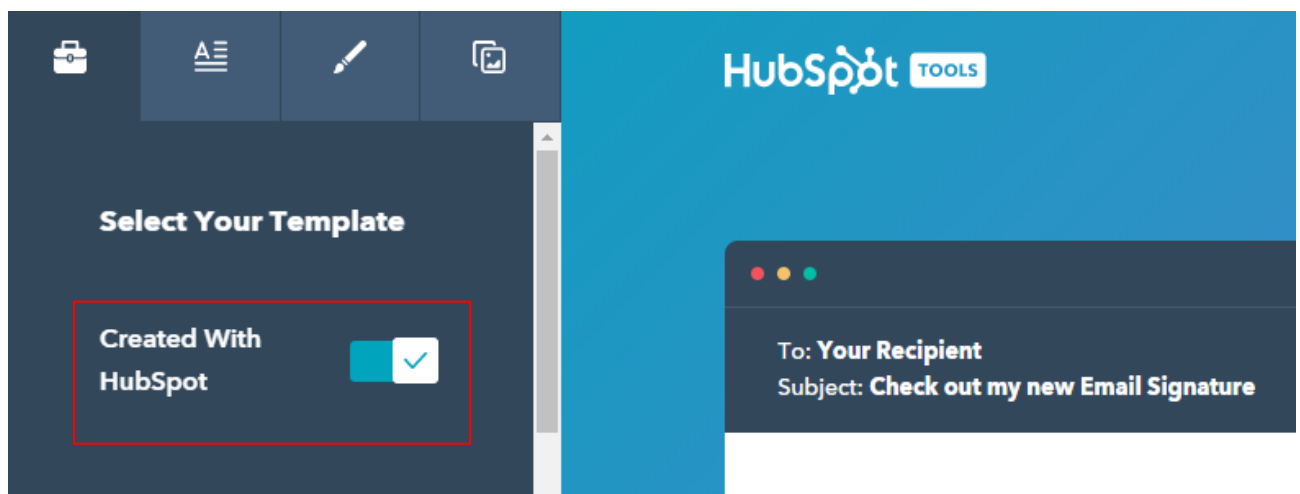
Overview. Some important links which will come in handy for this process

- <https://www.hubspot.com>
- <https://www.ionos.com/>

2. CREATE E-SIGNATURE

Overview. Create e-signature so you can use it for official emails.

- Goto [HubSpot](#)
- Click on toggle button to disable credit line



- Scroll down & select template 3
- On top left header goto editor by clicking on the following tab



- Fill out your personal information in following tabs
 - First Name – Type your first name
 - Last Name – Type your last name

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- Job Title – Type your Job Title
- Company Name – “eCom Process”
- Mobile Phone Number – (If you want to use your personal number)
- Website URL – “www.ecomprocess.com”
- Email Address – {Your Official Email Address}
- Address- “Alberta Canada”
- LinkedIn – “https://www.linkedin.com/company/ecom-process/”
- Facebook – “https://www.facebook.com/Ecomprocess/”
- Twitter – <https://twitter.com/ecomprocess>

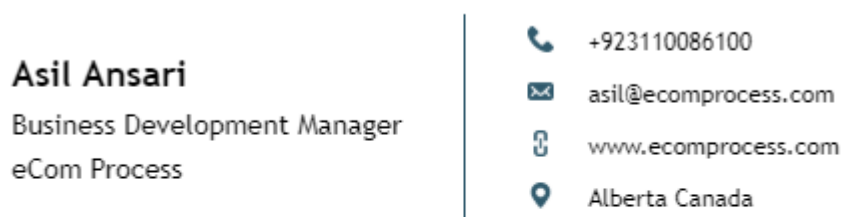
- Now goto the other tab to Stylize signature in companies branding



- Select Theme Color – “2E586B”
- Select Text Color - “000000”
- Select Link Color – “19309B”
- Font – “Trebuchet MS”
- Font Size – “Medium”

- Goto the last tab to put companies logo
 - Company Logo – “[logo](#)”
 - Open the hyperlink, copy & paste the link in company logo
 - Select CTA Color – “6A78D1”
 - Select CTA Text Color – “FFFFFF”

- Now your signature will look similar to this



- Click on the button below the signature “Create Signature”
- Click on “Copy Signature Source Code”

3. INTEGRATION WITH EMAIL SOFTWARE

Overview. After creating your signature it's time to integrate it with your email software – IONOS 1&1

- Sign in to [IONOS – 1&1](#)
- Goto Settings



- Click on “Mail” and select “Signature”



- Click on “Add New Signature”
- Give your signature name – “My e-Signature”
- Click on this button “< >”
- A new window will popup
- Paste the code you have copied in step 2
- Click on Save