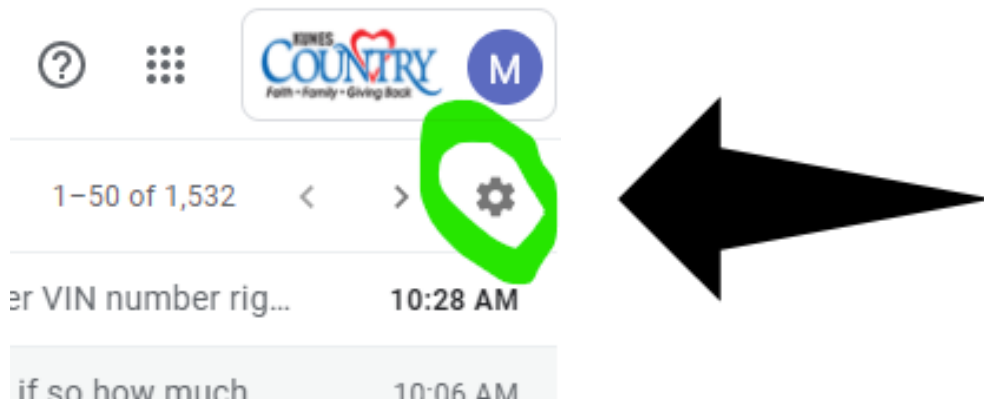


# Gmail- Email Signature

All Kunes Country employees should have an email signature on their Gmail account. When you send an email, the person receiving the email should know what location you work at and a phone number to reach you.

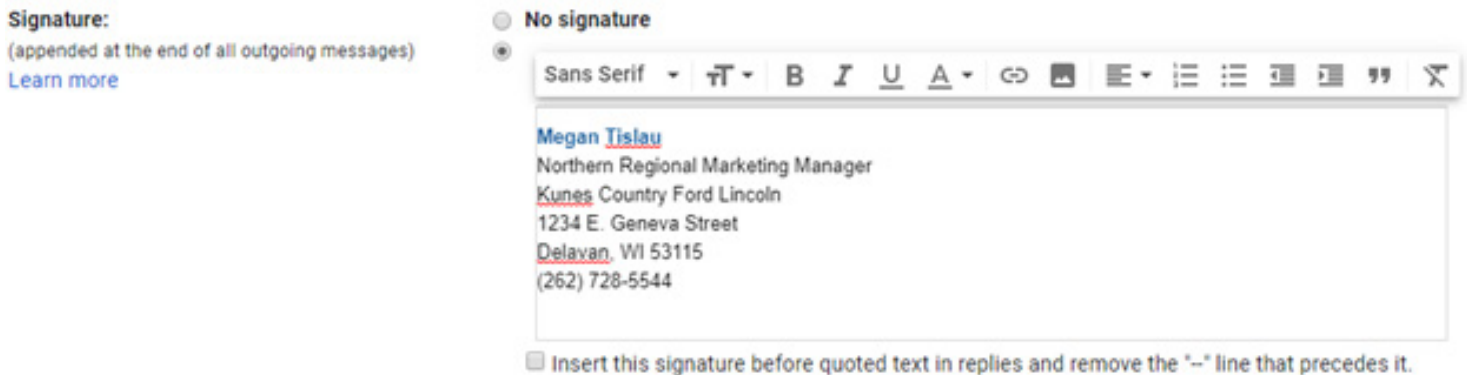
Login to Gmail – firstname.lastname@kunescountry.com if you don't know your password please contact Jake at 262-728-5544 to reset it for you.

1 - Log into your email, and In the upper right- hand corner click the COG



2 - Click SETTINGS

3 - Scroll down until you see the SIGNATURE section



4 - Insert your SIGNATURE that will appear on all of your emails. Signature should always include

Your Name... Your Title... Your Store Name... at minimum. It's great to add your phone number, website, address, etc.

Please DO NOT add the store logo as the Kunes Country logo will automatically be applied when you hit SEND.