

Tips & Tricks

Written by the firm's resident super user, Victoria, Accredo's user tips provide helpful information, short-cuts and general pointers to help customers improve their use of Accredo.

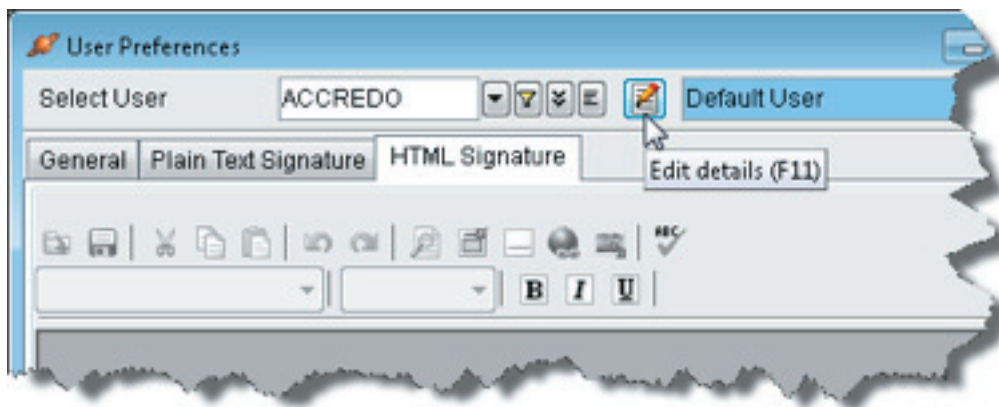
HTML Emailing has arrived!

Accredo 3.5 now supports HTML format for emailing. This means you have access to a wide range of formatting on your emails including hyperlinks and pictures.

In the example below, I will demonstrate how to add a company logo to your email signature so that all emails you send from Accredo will now include your company logo.

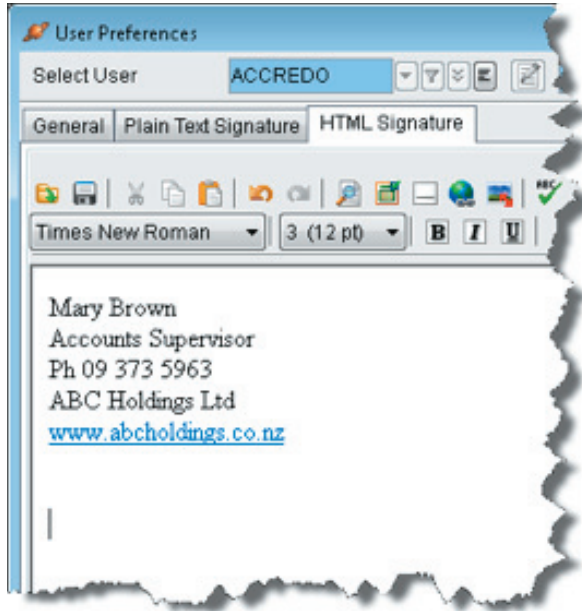
Setup > Company > Users > User Preferences > HTML Signature.

Click Edit or press F11.

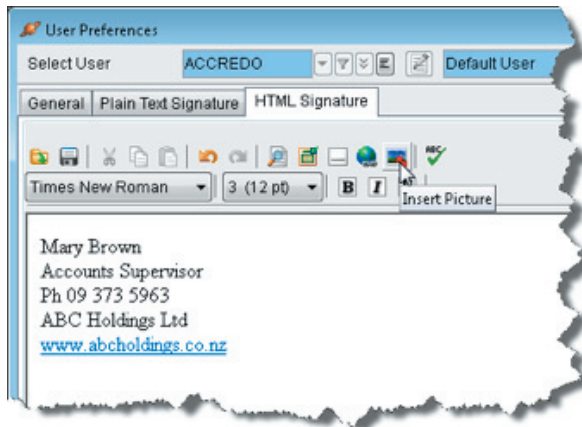


Enter your signature as you would like to appear on your emails. →

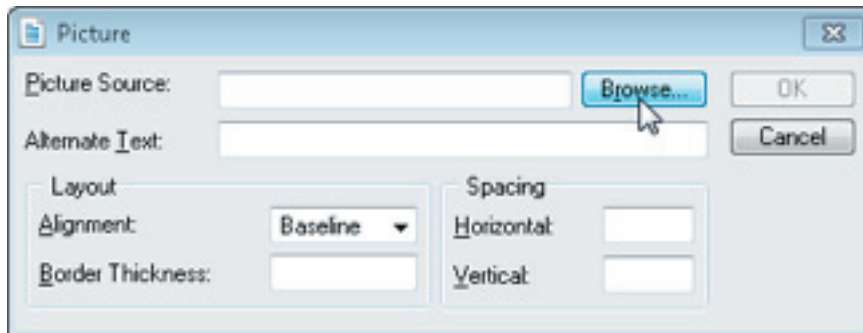
Your website will be automatically turned into a hyperlink.



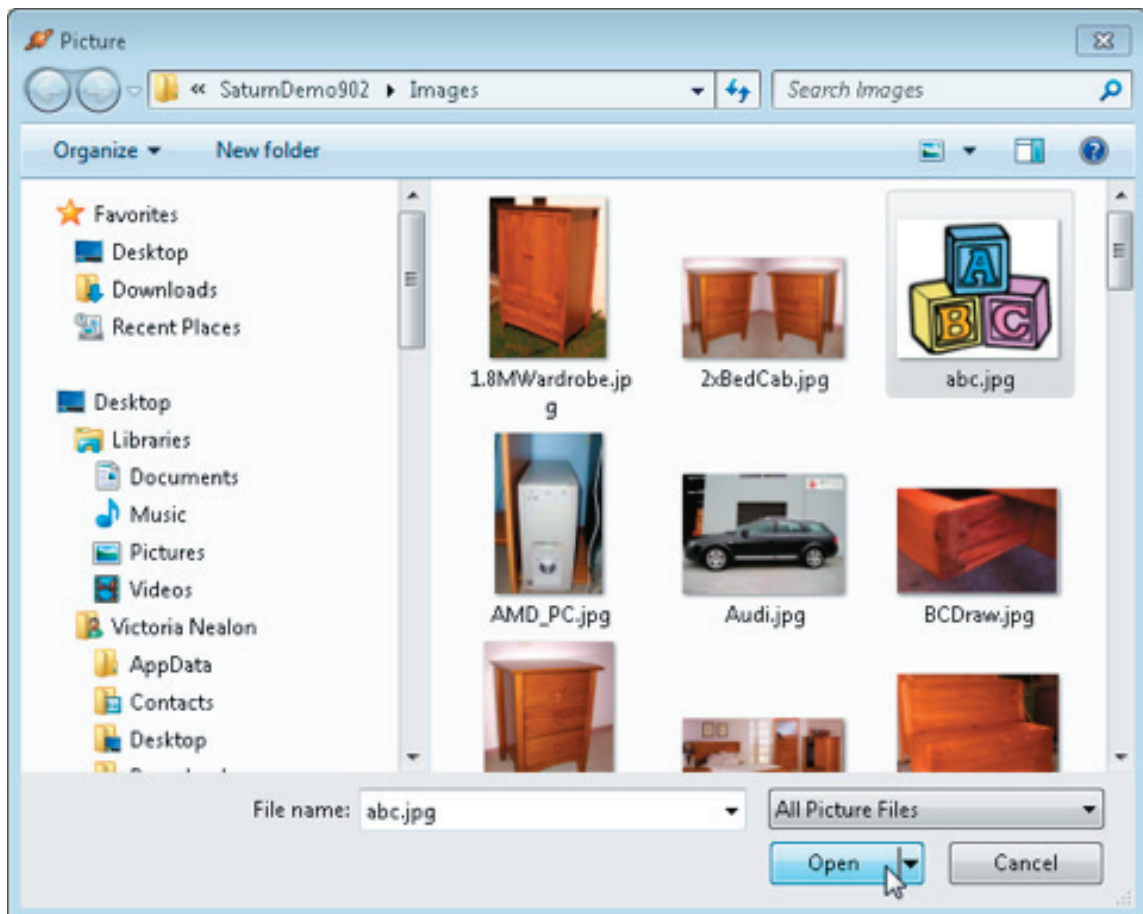
Click Insert Picture. →



Click Browse.

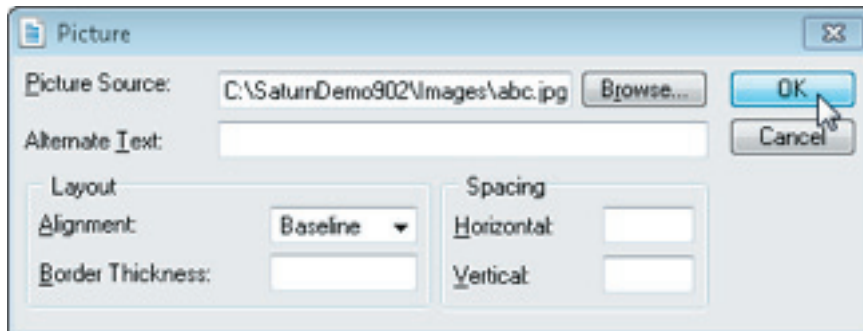


Browse to your logo file.

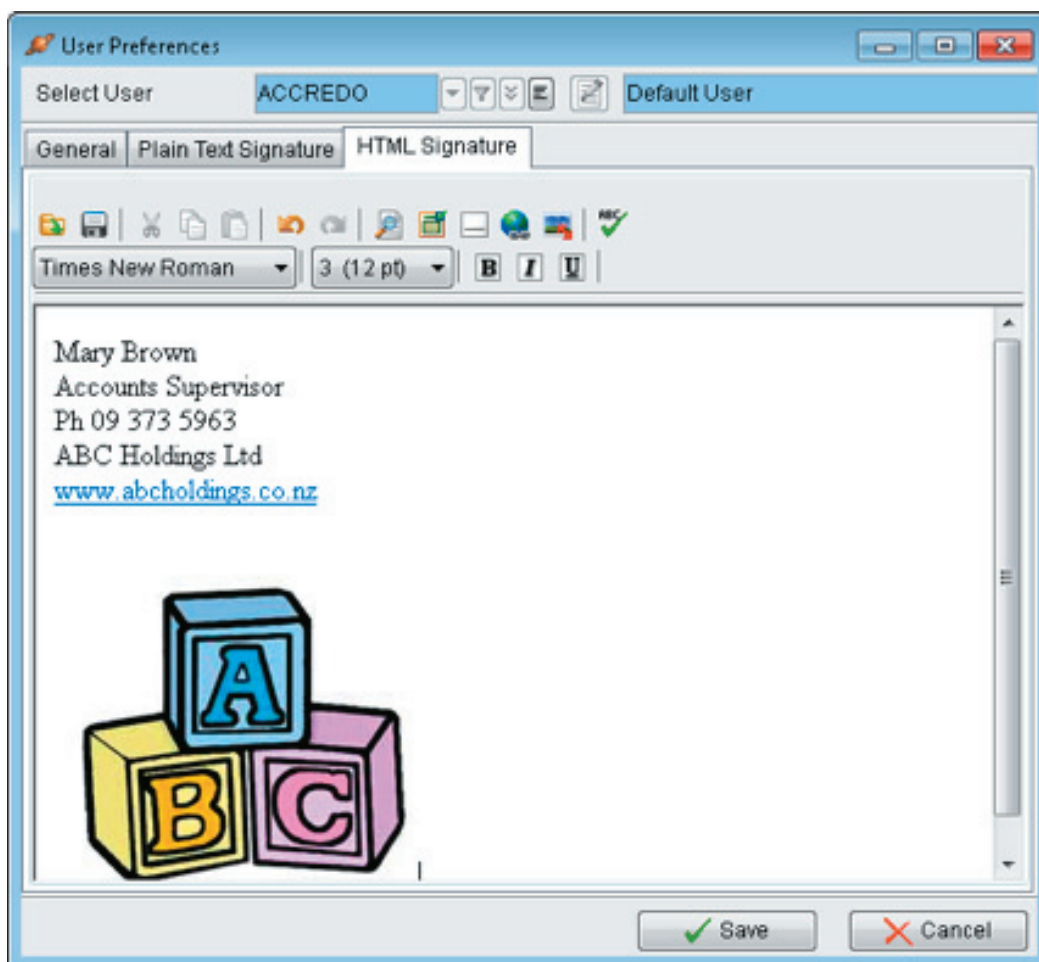


Click Open and the path to the logo file will appear in the Picture Source field. →

Press Ok.

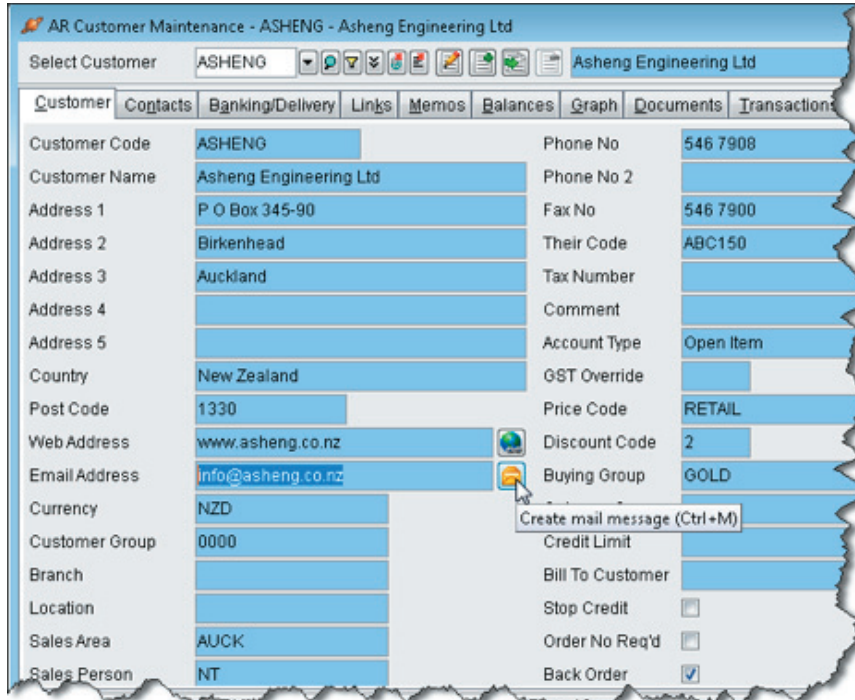


Your logo will now appear on your HTML Signature.



Click Save. →

Anytime you create an email from Accredo...



Your email will now include your company logo. ■

