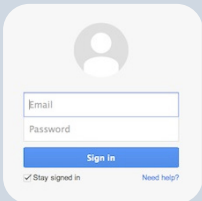


HOW TO UPLOAD YOUR MADIMACK AUTHORISED DEALER EMAIL SIGNATURE TO GMAIL

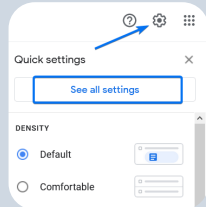
STEP 1: LOG IN TO GMAIL

- Open your web browser and go to Gmail.
- Enter your email address and password to log in.



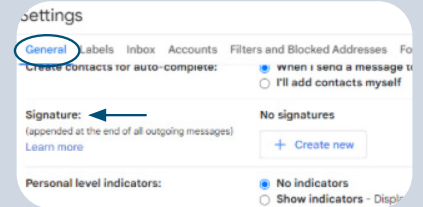
STEP 2: GO TO SETTINGS

- In the upper-right corner of the Gmail interface, click on the gear icon.
- Select "See all settings" from the dropdown menu.



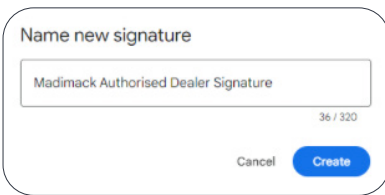
STEP 3: NAVIGATE TO THE SIGNATURE SECTION

- In the Settings menu, click on the "General" tab.
- Scroll down until you find the "Signature" section.



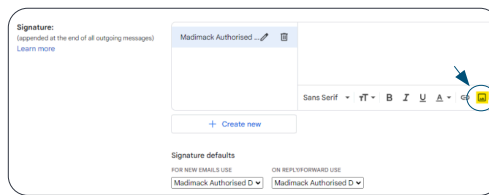
STEP 4: CREATE A NEW SIGNATURE

- Click on the "+ Create new" button.
- Enter a name for your new signature and click "Create."

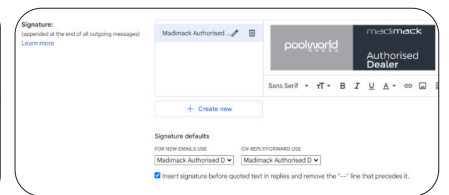


STEP 5: EDIT YOUR SIGNATURE

- In the text box that appears, click on the image icon and upload the Madimack Authorised Dealer Badge photo.

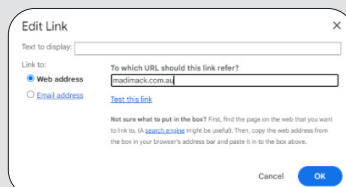
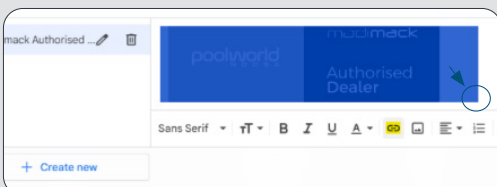


- Use the formatting tools to adjust the appearance of your signature (e.g., font, size, color).
- Below the signature box, use the dropdown menus to choose which signature to use for new emails and which to use for replies/forwards.



STEP 6: ADD A LINK TO YOUR EMAIL SIGNATURE (OPTIONAL)

- Click on the image you uploaded or highlight it, then click on the link icon and enter madimack.com.au in the web address field
- Click "OK" to add the link to the image.



STEP 7: SAVE CHANGES

- Scroll to the bottom of the page and click "Save Changes."

