

Settings – User Account Section – My User Profile

My User Profile

Your User Profile is where you can set up your Email, Contact and other details, along with a Custom Email Signature.

Email Details

If your email is handled by eBoss, then the Host and Port information will be correct. Just ensure that you enter your email address as the SMTP Username and your email address password as the SMTP Password.

If you use another email service provider, you will need to obtain your IMAP details from them, and enter:

- SMTP Host
- SMTP Port
- SMTP Username
- SMTP Password
- Email

Contact Details

Here you can customise your Job Title, Phone, Fax & Mobile Numbers, and the default Font and Font Size used for your account.

Other Details

If you have accounts with the following, you can enter the username & password details here. Note – an Admin or Manager User must switch this on Globally in Settings > Index > Company Database Configuration > 3rd Party Integration section

1. Idibu – username & password required
2. Adcourier – username & password required
3. Jobmate – username & password required

Custom Email Signature

Here you can enter a custom signature for emails sent from the eBoss database under your account. A sample signature is generated by default for you to customize.

- **Email Address** – to add your email address to your signature:
 - click the 'Hyperlink' icon on the Signature Toolbar (small globe icon with a chain-link).
 - Select 'Email' from the Link Type dropdown menu
 - In the 'Email Address' field, type your email address
 - Optionally, enter a Message Subject and Message Body (when someone clicks your email link in your Signature, some Email Clients will automatically fill these in)
 - Click OK
- **Web Address** – to add your website address to your signature:
 - click the 'Hyperlink' icon on the Signature Toolbar (small globe icon with a chain-link).
 - Select 'URL' from the Link Type dropdown menu
 - In the URL field, enter your web address, including the 'www' part.
 - Click OK
- **Insert an Image** – to insert an image in your Signature:
 - Email support@eboss.co.uk and attach the image(s) you required to be added to your signature.
 - We will add this to the server and send you the url you need to insert the image.
- **Formatting Text** – use the Toolbar at the top of the Custom signature text area to format your Signature text. Standard formatting features such as Headings, Bold, Italic, Colour, and Styles can be applied.

If you have an HTML signature you would like to insert and have the html code. You can add this in by first clicking the 'Source' button and then pasting in the html code. Click the 'Source' button again to view correctly.

Click **Save** when you are happy with your Details and Signature.