

Osprey Approach: Adding your Email User Signature (Browser)

This help guide was last updated on May 3rd, 2024

The latest version is always online at https://support.ospreyapproach.com/?p=59433



Users must set up their email signatures using Osprey Web. As these are specific for their user, the user must be logged in to the account they wish to add their email signature.

Users can set up their own signatures for sending email from Osprey, whether from themselves, a specific fee earner, or even use the Branch or Practice email signature.

Adding a Signature

Open the email window by selecting Send e-mail

CLIENT & MATTER SEARCH V

🚴 Client Search | 🔽 Dossier Search | 💦 CRM Search | 🗹 Send e-mail | 💽 Client Dossier | 🗋 SMS

Click the Signature tool, then select Signatures...

Send e-ma	Send e-mail			
U Attach	Signature Template: (none)			
	none			
	r Branch Branch			
=⊠	System			
Send	Signatures			
	Bcc			

Click + to create a new signature and provide it a name. Click Save. This will now appear as a blank signature.

Users can also set a default signature for new messages when sent from Osprey Web using the dropdown on the right-hand side.

Signatures	□×			
Select signature to edit	Choose default signature			
	New messages: (none)			
Name				
Personal				
Email signature Edit - Format - Tools - Table -				
Ok Cancel				

Adding from Source Code

If you have the Source Code (HTML) of your email signature, go to Tools > Source Code.

Signatures	⊐×
Select signature to edit	Choose default signature
	New messages: (none)
Name	
Personal	
Email signature	
Edit • Format • Tools • Table •	
Spelicheck As You Type	
Ok	Cancel

Paste your HTML code into the popup box, and then click Ok.

1	Source code	×
	Paste your source code here	1
		cel
	Ok Can	cel

From this, you will be able to make any modifications, such as changing contact details, making adjustments to the fonts, or just fine tune your Osprey signature.

Email signature					
Edit - Format - Tools - Table -	Edit - Format - Tools - Table -				
Formats - B I E					
Paste your source code here					
	Ok Cancel				

Selecting a Signature

When composing an email, you can select which signature you wish to use, by left clicking the Signature dropdown and selecting which one you wish to use.

