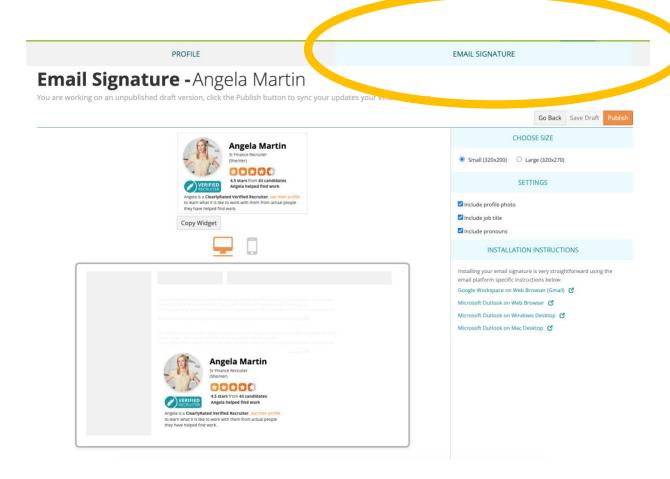
Amplify Recruiters Email Widget Setup Instructions

Note: These instructions are a companion to the Amplify Recruiters Profile Setup Tutorial located in the <u>ClearlyRated Knowledge Center</u>. Make sure to set up and publish your Recruiter profile before using these instructions to set up your widget.

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1. Navigate to the Recruiter Email Widget Editor



- Log in to your Recruiter profile editor using the following link: https://dashboard.clearlyrated.com/profile-login
- Click on the 'Email Signature' tab at the top

2. Select Your Widget Settings

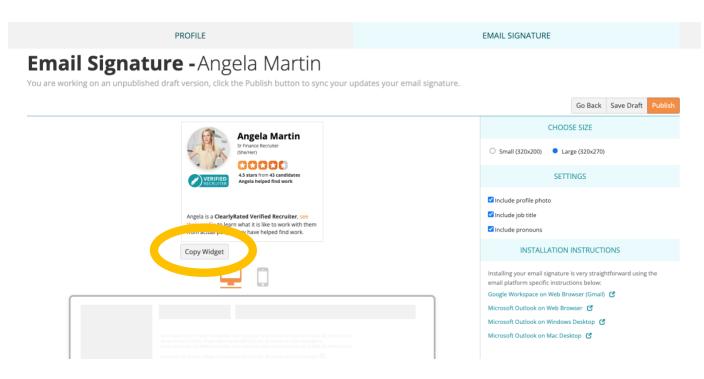
EMAIL SIGNATURE

h.

		Go Back	Save Draft	Publish	
CHOOSE SIZE					
Small (320x200)	O Larg	ge (320x270)			
	SETTI	NGS			
☑ Include profile photo					
☑ Include job title					
☑ Include pronouns					
INSTALLATION INSTRUCTIONS					
Installing your email signature is very straightforward using the email platform specific instructions below:					
Google Workspace on Web Browser (Gmail)					
Microsoft Outlook on Web Browser					
Microsoft Outlook on Windows Desktop					
Microsoft Outlook on Mac Desktop					

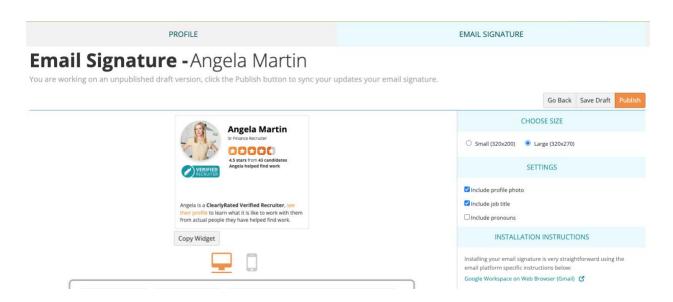
- 1. Choose your widget size: Small or Large
 - o Large is slightly longer with more white space
- 2. Choose whether or not to include your photo, job title, and pronouns
 - o We strongly encourage you to at least include your photo!
- 3. Click the orange 'Publish' button at the top

3. Add the Widget to Your Email Signature



- 1. Click the 'Copy Widget' button
- 2. Click on the appropriate Installation Instructions link to the right for your email client
- 3. Follow the installation instructions to add your widget to your email signature
- 4. You can also access the Installation Instructions by clicking here

4. Making Edits & Updating Your Widget



It's easy to update how the widget looks in your email signature. Simply make any changes you'd like and then click the orange 'Publish' button. The changes will automatically be applied to your widget, albeit with some delay depending on your email client. You do **not** need to reinsert the updated widget into your email settings as part of the updating process!**

If your company uses Microsoft Outlook **desktop for PC, the installation instructions provided by ClearlyRated are not supported by Microsoft. Your IT team in this case may suggest a different, simpler, way of installing the widget. In this case the widget will still work, it just won't auto-update. We recommend manually updating and reinstalling the widget quarterly in this case.