

Amplify Professionals Email Widget Setup Instructions

Note: Make sure to set up and publish your Amplify Professional profile before using these instructions to set up your widget.

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2. Select Your Widget Settings
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1. Navigate to the Recruiter Email Widget Editor

PROFILE EMAIL SIGNATURE

Email Signature - Angela Martin

You are working on an unpublished draft version, click the Publish button to sync your updates your email signature.

Go Back Save Draft Publish

CHOOSE SIZE

☒ Small (320x200) ☐ Large (320x270)

SETTINGS

☒ 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 [🔗](#)

- Log in to your [Amplify Professionals profile editor](#) in the dashboard
- Click on the 'Email Signature' tab at the top

2. Select Your Widget Settings

EMAIL SIGNATURE

Go Back

Save Draft

Publish

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1. Choose your widget size: Small or Large
 - Large is slightly longer with more white space
2. Choose whether or not to include your photo, job title, and pronouns
 - 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

PROFILE

EMAIL SIGNATURE

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Angela Martin

Sr Finance Recruiter

4.5 stars from 43 candidates

Angela helped find work

VERIFIED RECRUITER

Angela is a ClearlyRated Verified Recruiter, [see their profile](#) to learn what it is like to work with them from actual people they have helped find work.

Copy Widget

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SETTINGS

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INSTALLATION INSTRUCTIONS

Installing your email signature is very straightforward using the email platform specific instructions below:
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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 re-insert 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.