

Amplify Recruiters Email Widget Setup Instructions

Note: These instructions are a companion to the Amplify Recruiters Profile Setup Tutorial located in the [ClearlyRated Knowledge Center](#). Make sure to set up and publish your Recruiter profile before using these instructions to set up your widget.

Table of Contents

1. Navigate To the Recruiter Email Widget Editor
2. Select Your Widget Settings
3. Add the Widget to Your Email Signature
4. Making Edits & Updating Your Widget

1. Navigate to the Recruiter Email Widget Editor

The screenshot displays the 'Recruiter Email Widget Editor' interface. At the top, there are two tabs: 'PROFILE' and 'EMAIL SIGNATURE'. The 'EMAIL SIGNATURE' tab is highlighted with a yellow oval. Below the tabs, the main heading reads 'Email Signature - Angela Martin'. A sub-header indicates 'You are working on an unpublished draft version, click the Publish button to sync your updates your email signature'. On the right side of the main area, there are three buttons: 'Go Back', 'Save Draft', and 'Publish'. The main content area is divided into two sections. The top section shows a preview of the email signature for Angela Martin, Sr Finance Recruiter, with a 'Copy Widget' button and icons for desktop and mobile views. The bottom section shows a larger preview of the email signature, including a placeholder for the email address. The right sidebar contains three sections: 'CHOOSE SIZE' with radio buttons for 'Small (320x200)' and 'Large (320x270)'; 'SETTINGS' with checkboxes for 'Include profile photo', 'Include job title', and 'Include pronouns'; and 'INSTALLATION INSTRUCTIONS' with a heading and a list of links for installing the widget on various email clients: Google Workspace on Web Browser (Gmail), Microsoft Outlook on Web Browser, Microsoft Outlook on Windows Desktop, and Microsoft Outlook on Mac Desktop.

- 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

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](#)

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

The screenshot shows the 'EMAIL SIGNATURE' configuration page for Angela Martin. At the top, there are two tabs: 'PROFILE' and 'EMAIL SIGNATURE'. Below the tabs, the title 'Email Signature - Angela Martin' is displayed, followed by a note: 'You are working on an unpublished draft version, click the Publish button to sync your updates your email signature.' On the right side, there are three buttons: 'Go Back', 'Save Draft', and 'Publish'. The main content area is divided into two columns. The left column shows a preview of the email signature widget for Angela Martin, Sr Finance Recruiter. The widget includes a profile photo, a 'VERIFIED RECRUITER' badge, and a 4.5-star rating from 43 candidates. A 'Copy Widget' button is circled in yellow. The right column contains three sections: 'CHOOSE SIZE' with radio buttons for 'Small (320x200)' and 'Large (320x270)'; 'SETTINGS' with checkboxes for 'Include profile photo', 'Include job title', and 'Include pronouns'; and 'INSTALLATION INSTRUCTIONS' with a paragraph of text and four links: 'Google Workspace on Web Browser (Gmail)', 'Microsoft Outlook on Web Browser', 'Microsoft Outlook on Windows Desktop', and 'Microsoft Outlook on Mac Desktop'.

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

The screenshot shows the 'EMAIL SIGNATURE' editing interface. At the top, there are tabs for 'PROFILE' and 'EMAIL SIGNATURE'. The main heading is 'Email Signature - Angela Martin'. Below this, a message states: 'You are working on an unpublished draft version, click the Publish button to sync your updates your email signature.' On the right side, there are three buttons: 'Go Back', 'Save Draft', and 'Publish'. The main content area is divided into two columns. The left column displays a preview of the email signature widget for Angela Martin, Sr Finance Recruiter. The widget includes a profile photo, a 'VERIFIED RECRUITER' badge, a 4.5-star rating from 43 candidates, and a 'Copy Widget' button. Below the preview are icons for desktop and mobile views. The right column contains settings for the widget, including 'CHOOSE SIZE' (Small (320x200) and Large (320x270)), 'SETTINGS' (checkboxes for 'Include profile photo', 'Include job title', and 'Include pronouns'), and 'INSTALLATION INSTRUCTIONS' (text about installation and a link to 'Google Workspace on Web Browser (Gmail)').

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 ClearyRated 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.