



## Set up a new Gmail account..!

- **Gmail**

Create a business email address where your emails will be sent to from head office. We recommend Google Gmail as it is easily linked to Google Calendar, Google Adwords, Google Places For Business and Google Maps.

Open your internet browser and go to **mail.google.com**. Click on **Sign Up For Gmail** and follow the prompts to create a new Gmail account. You will also create a **Google Account** which will enable you to sign into other Google products.

### **\*\*Write down your USERNAME AND PASSWORD\*\***

When you join All Day Fencing we will provide an email address, **<your\_branch\_name>@alldayfencing.com.au** and direct all mail automatically to your new gmail address. (You need your Gmail username and password to log in to your email).

Once you have set up your new email address please email the details to the office on [sales@alldayfencing.com.au](mailto:sales@alldayfencing.com.au) so we can link you to our system.

### **Business Signature.**

To configure your Gmail to automatically add company information at the bottom of your emails, follow the instructions below:

Open your Gmail homepage and log in to your account. Click the tab marked **Settings** in the top right hand corner.

Under the heading **signature:** check the box and add the following text (replace the text in RED with your own details);

Regards,  
**Your name**

**ALL DAY FENCING** *Add your branch area...all day ...every day!*  
**Paling, Picket, Colorbond, Gates, Retaining Walls...**  
**Phone: 1300 633 623, (1300 6 FENCE)**  
**Fax: *Add your fax number***  
**Address: *Add your business address***  
**Website: [www.alldayfencing.com.au](http://www.alldayfencing.com.au)**  
**Email: *Add your email* @alldayfencing.com.au**

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\* Please check and respond to any emails received every work day after 5pm !