

Email Signatures & Inbox Guide

nexorlink.com · richard@nexorlink.com · +1 (786) 550-3307

Set up all inboxes in Gmail or your email client. Forward all to richard@nexorlink.com if you want everything in one place. Use the correct inbox for each type of communication — clients notice when you use a professional address.

richard@nexorlink.com

When to use: Your primary inbox. Use for all internal, strategic, and contractor communication.

Signature:

Richard Landis Founder & CEO, NexorLink LLC ■ +1 (786) 550-3307 ■ nexorlink.com ■
richard@nexorlink.com

hello@nexorlink.com

When to use: General inquiries and first contact with potential clients. Use when sharing your email publicly.

Signature:

NexorLink Team AI Assistant for Your Business ■ +1 (786) 550-3307 ■ nexorlink.com ■
hello@nexorlink.com

onboarding@nexorlink.com

When to use: All signed client communication. New client welcome emails, setup coordination, go-live confirmations.

Signature:

NexorLink Onboarding NexorLink LLC ■ +1 (786) 550-3307 ■ nexorlink.com ■
onboarding@nexorlink.com

billing@nexorlink.com

When to use: Payment confirmations, invoices, and billing questions. Never use this for sales or general communication.

Signature:

NexorLink Billing NexorLink LLC ■ billing@nexorlink.com ■ nexorlink.com

humanresources@nexorlink.com

When to use: Rep applications, agreements, and commission payments. Reps should direct HR questions here.

Signature:

NexorLink HR NexorLink LLC ■ humanresources@nexorlink.com ■ nexorlink.com

EMAIL SETUP — HOW TO ADD A SIGNATURE

1. Open Gmail → Settings (gear icon) → See all settings
2. Click the General tab → scroll down to Signature
3. Click "Create new" → name it with the inbox address
4. Paste the signature text above into the box
5. Set it as the default for new emails and replies
6. Scroll down and click Save Changes
7. Repeat for each inbox if you have multiple Gmail accounts