

Table of Contents

What is Opensense?	2
How does it work?	2
Things to keep in mind:	3
How to configure your email Signature in Outlook for PC:	4
To Configure Outlook for Mac:	6
To Configure Outlook for Mobile:	9
To Configure iPhone Mail:	11



Opensense Signatures at Optomi

What is Opensense?

Opensense is a service that allows the marketing team to centrally manage the appearance and content of email signatures across all devices.

How does it work?

Opensense transforms a simple, plain text signature into a template that's defined by marketing.

Signature at compose

[[#]]
name: McKenna Meath
title: Digital Designer & Marketing Coordinator
mobile: 630.536.6026
email: mckennameath@optomi.com
[[#]]



What email recipient sees



McKenna Meath Digital Designer & Marketing Coordinator OPTOMI PROFESSIONAL SERVICES

Mobile: **630.536.6026** mckennameath@optomi.com

www.optomiservices.com

Explore all of our award recognitions including INC 5000® and Entrepreneur Magazine's Top Company Cultures® HERE. See my LinkedIn profile by clicking on the name.



Things to keep in mind:

There are a couple of situations where a Opensense signature **will not** transform:

- 1. Viewing emails in your **Sent Mail** folder:
 - a. Opensense signature will appear "**un-transformed**" in your **Sent Mail** folder. This is expected behavior
- 2. When forwarding an item in the Sent Mail Folder or when replying/replying all to an item in the Sent Mail Folder
- 3. If you send an email to **yourself** sophia@opensense.com to sophia@opensense.com
- 4. If you send an email to **your own email** alias:

sophia@opensense.com to sophia.lauren@opensense.com

C 9 ₹	Sent Mail - tori.schara	lin@opensense.com - Outlook	
File Home Send / Receive	Folder View Help Q Tell me what you v	/ant to do	Coming Soon Off
New New Delete	S Reply Constraints S Reply All → Forward Respond Quick Steps S	Aove - Page Search People AV Eags Filter Email - Find Find	All Folders Send/Receive All Folders Send/Receive Send/Receive Evernote Send/Receive Evernote Send/Receive
▲ Favorites <	Search Sent Mail O Current Folder 👻		
Inbox 12	All Unread By Date ∽ ↑	Check this out!	
 ✓ tori.scharadin@opensense.com Inbox 12 ✓ [Gmail] 	tscharadin@gmail.com Check this out! 5/14/2019 [[+]]	TS Tori Scharadin <tori.schara To tscharadin@gmail.com</tori.schara 	adin@opensense.com> (5) (5) (7) (7) (7) (7) (7) (7) (7) (7) (7) (7
Drafts [13]	tori.scharadin@opens iPhone g suiterollout sig settings 5/14/2019 [[+]]	[[+1]	
Trash Important 14 Spam	tori.scharadin@opens Os g suite iPhone snapshots 5/14/2019 [[+]]	name: Tori Scharadin title: Customer Success Associate phone: 866-OPENSENSE	$\langle \Box$
Starred Drafts	tori.scharadin@opens 0 Os sig copy final picture 5/14/2019	mobile: 702-845-5575 [[+]]	

If you have any questions:

Don't hesitate to reach out at <u>help@opensense.com</u>



How to configure your email Signature in Outlook for PC:

1. Open the Opensense Notification email. **Copy** the whole Opensense Raw Signature to clipboard

Eakepiy Eakepiy All Esterward	
Opensense Notifications <notifications@sendergen.com> tori.scharadin@op</notifications@sendergen.com>	ensense.com 3:29 PM
Reminder: Update your email signature	~
Below is your new email signature. Please copy and paste it to your email client such Mail, iPhone and more.	as Outlook, Mac
==== Copy and paste below here ====	
[[+]]	
title: Customer Success Associate	
nhone: 866-OPENSENSE	
mobile: 702-845-5575	
email: tori scharadin@opensepse.com	
[[+]]	
==== Copy and paste above here ====	
Click here to learn more	

- 2. Compose a new email
- 3. Click on "Signature" \rightarrow "Signatures" in the top ribbon

				U	ntitled - N	lessage (I	HTML)			
File	Message	Insert	Options	Format Text	Review	Help	Q T∈	ell me wh	at you v	want to do
L Paste	X ⊡ ≪3 B I	- <u>U</u> <u>2</u> -	- A^ A`	≡ - ¦= - A> = = = = =	Address Book	Check Names	Û Attach File ▼	Attach Si Item -	gnature •	Pollow Up → High Importance ↓ Low Importance
ipboa	rd 🗔		Basic Text	5	Nam	les		Include	\wedge	Tags
Send	To Cc Subject									



- 4. In the "Signatures and Stationary" window click on "New"
- 5. Name the signature "Opensense"

Signatures and Sta	ationery					
<u>E</u> -mail Signature	Personal Stationery					
Sele <u>c</u> t signature to	edit				Choose	e default s
					E-ma	il <u>a</u> ccount
					New	messages
					Repli	es/ <u>f</u> orwar
			New Signature		?	\times
Delete	<u>N</u> ew		<u>T</u> ype a name for this sign	natur	e:	
Edi <u>t</u> signature	\frown	-	Opensense 🧹 📃			
Calibri (Body)	✓ 11 ✓ B	I		_		
		-	ОК		Can	icel

- 6. **Paste** the copied raw signature in the field at the bottom
- 7. Enable the Opensense signature for both "**New messages**" and "**Replies/forwards**"

	ationery	?
-mail Signature	Personal Stationery	
ele <u>c</u> t signature to	edit Choose default	signature
Opensense	E-mail accoun	t: tori.scharadin@opensense.com
	New message	S: Opensense
	Replies/forwa	rds: Opensense
<u>D</u> elete di <u>t</u> signature	New Save Rename	
Calibri (Body)	✓ 11 ✓ B I U Automatic ✓ Ξ Ξ Ξ	💵 Business Card
[[+]] name: Tori S title: Custon phone: 866- mobile: 702- email: <u>tori.s</u> [[+]]	charadin ner Success Associate OPENSENSE 845-5575 charadin@opensense.com	· · ·



- 8. Click "**Ok**"
- 9. Your Opensense signature will now appear in any emails you compose

60	୬୯↑	↓ =		Unti	tled - Mes	sage (HT	ML)	T	
File	Message	Insert	Options	Format Text	Review	Help	♀ Tell me what	you want to do	
Paste	Х С В І	- 11 U	- A^ A`	E - E - A ≡ = = =	Address Book	Check Names	 Attach File - Attach Item - Signature - 	 Follow Up + High Importance Low Importance 	Dictate
Clipboar	d 🗔		Basic Text		Nar	nes	Include	Tags 🖓	Voice
Send	To Cc Subject								
[[+]]									
name	: Tori Scharac	lin Acces	sists						
phone	e: 866-OPENS	ENSE	Jate						
mobil	e: 702-845-5	575							
email	: tori.scharad	in@opens	ense.com						

To Configure Outlook for Mac:

1. Open the Opensense Notification email. **Copy** the whole Opensense Raw Signature to clipboard





2. Go into the Outlook Preferences -> Signatures



- 3. Create a new signature by clicking on the "+" icon
- 4. Name the new signature "Opensense"

Edit signature:	
Signature name	
Standard	
Opensense	
+ -	Edit
\mathbf{A}	



- 5. Paste the copied raw signature in the "Signature" field
- 6. Enable the Opensense signature for both "**New messages**" and "**Replies/forwards**"



- 7. Save the signature
- 8. Your Opensense signature will now appear in any emails you compose

00	D	Untitled 2 • tori.scharadin@opensense.com	
Messag	e Options	(?	1
Send	$\begin{array}{c c} & & & \\ & & \\ & & \\ Paste & \\ & &$	$\begin{array}{c c c c c c c c c c c c c c c c c c c $	+
To:			
Cc:			
Subject:			
[[+]] name: title: Cu phone: mobile: email: t [[+]]	Tori Scharadin ustomer Success Associate 866-OPENSENSE : 702-845-5575 tori.scharadin@opensense.com		



To Configure Outlook for Mobile:

1. Open the Opensense Notification email. **Copy** the whole Opensense Raw Signature to clipboard



2. Head into the **Settings** menu by clicking on the menu and then the gear icons





3. Click on Signature

× Settings	
Help & Feedback	>
Accounts	
G tori.scharadin@opensense.com	>
Add Account	
Mail	
Notifications	>
Default tori.scharadin@opensense.cor	n >
Signature Get Outlook for iO:	s>
Swipe Options Set Up / Archiv	e >

4. **Paste** the copied raw signature in the field

[[+]] name: Tori Scharadin title: Customer Success Associate phone: 866-OPENSENSE mobile: 702-845-5575	

5. Your Opensense signature will now appear in any emails you compose

\times	New Message tori.scharadin@opensense.com	\triangleright
To:		
Cc/Bcc:		
Subject:		
[[+]] name: Tc title: Cus phone: 8 mobile: 7 email: tou [[+]]	ori Scharadin tomer Success Associate 66-OPENSENSE 702-845-5575 ri.scharadin@opensense.com	



To Configure iPhone Mail:

1. Open Opensense Notification email. Copy whole Opensense Raw Signature to clipboard.



- 2. Press the Home button to return to your Home screen.
- 3. Launch Settings from your Home screen.

4. Tap Mail





5. Tap **Signature** under the Mail section.



- 6. Tap and hold the empty **Signature field** to bring up the selection tool.
- 7. Paste in Opensense Signature. Hit Save.

Mail	Signature	
OPENSENSE		
[[+]] name: Tori Sc title: Custome phone: 866- mobile: 702-{ email: tori.sch [[+]]	haradin r Success Associate OPENSENSE 845-5575 haradin@opensense.com	ı

8. Your Opensense signature will now appear in any emails you compose

Cancel	New Message	Send		
To:				
Cc/Bcc, From: tori.scharadin@opensense.com				
Subject:				
[[+]] name: Tori Scharadin title: Customer Success Associate phone: 866-OPENSENSE mobile: 702-845-5575				
email: tori.scharadin@opensense.com [[+]]				