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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: mckenameath@optomi.com
[[#]]
```



What email recipient sees

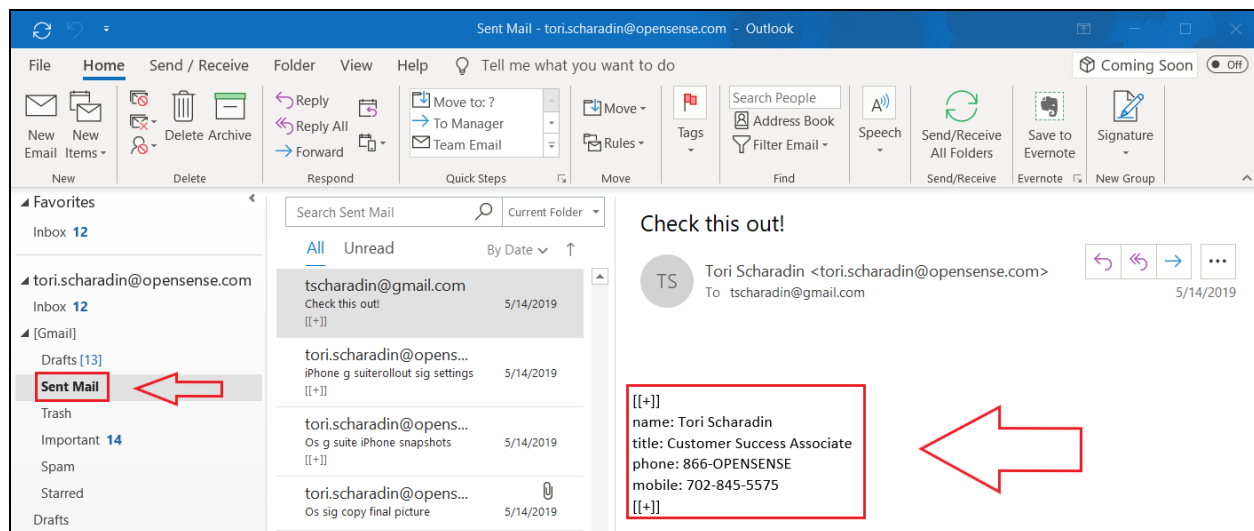
 Optomi Professional Services™ <small>CEO</small> OPTOMI • proValus • Santēka	<p>McKenna Meath Digital Designer & Marketing Coordinator OPTOMI PROFESSIONAL SERVICES</p> <p>Mobile: 630.536.6026 mckenameath@optomi.com</p> <p>www.optomiservices.com</p>
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 See my LinkedIn profile by clicking on the name.

Things to keep in mind:

There are a couple of situations where an 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

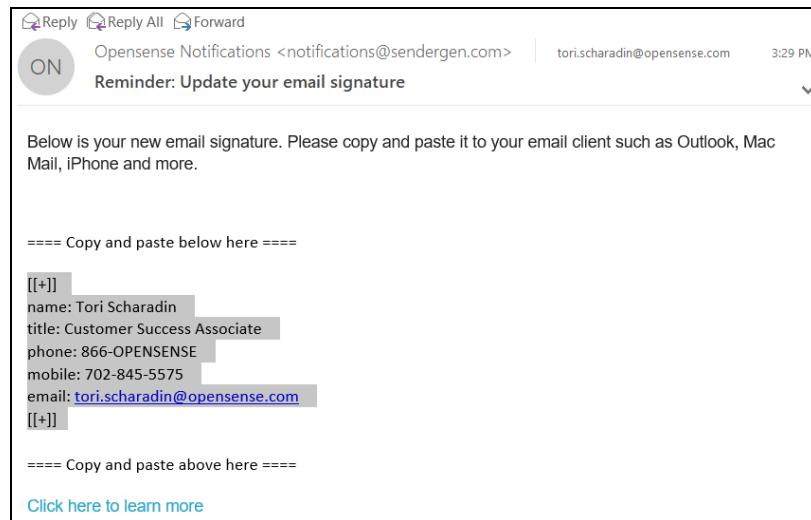


If you have any questions:

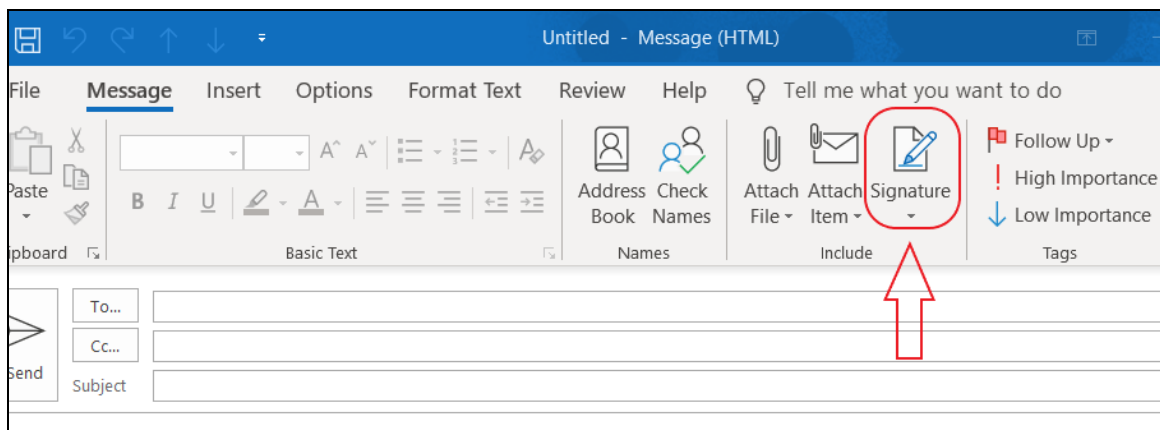
Don't hesitate to reach out at help@opensense.com

How to configure your email Signature in Outlook for PC:

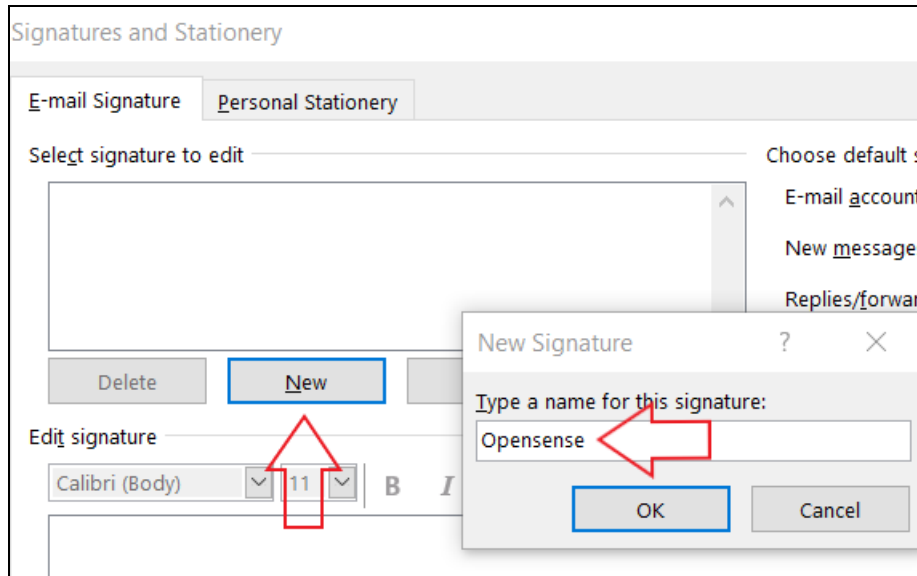
1. Open the Opensense Notification email. **Copy** the whole Opensense Raw Signature to clipboard



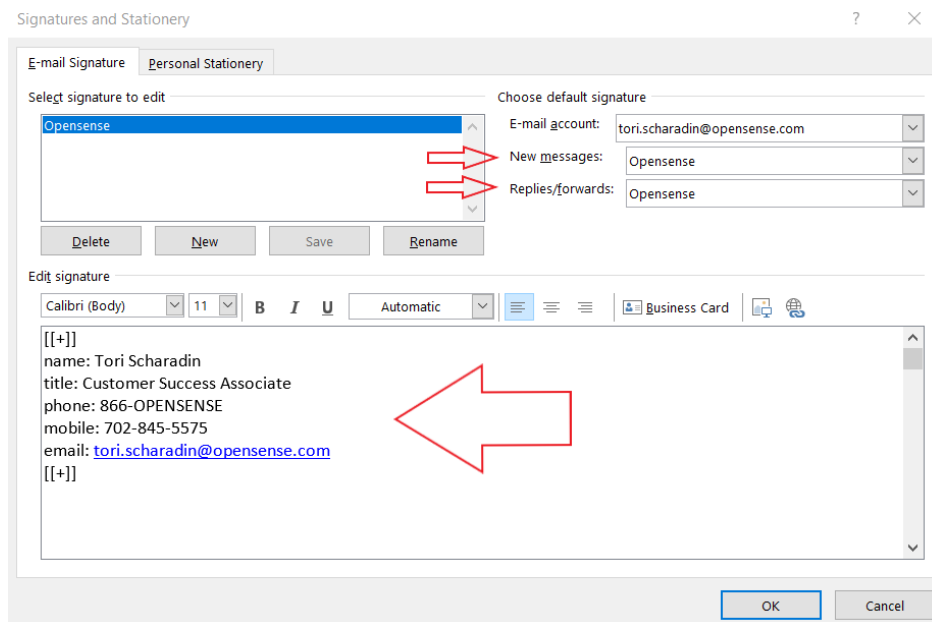
2. Compose a new email
3. Click on "**Signature**" → "**Signatures**" in the top ribbon



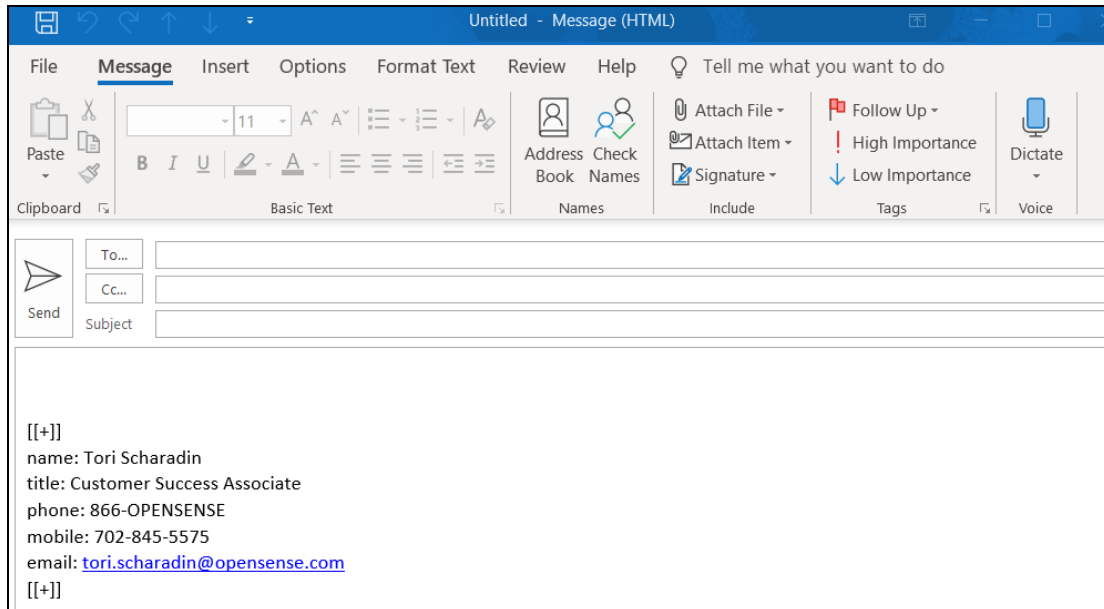
4. In the “**Signatures and Stationery**” window click on “**New**”
5. Name the signature “Opensense”



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

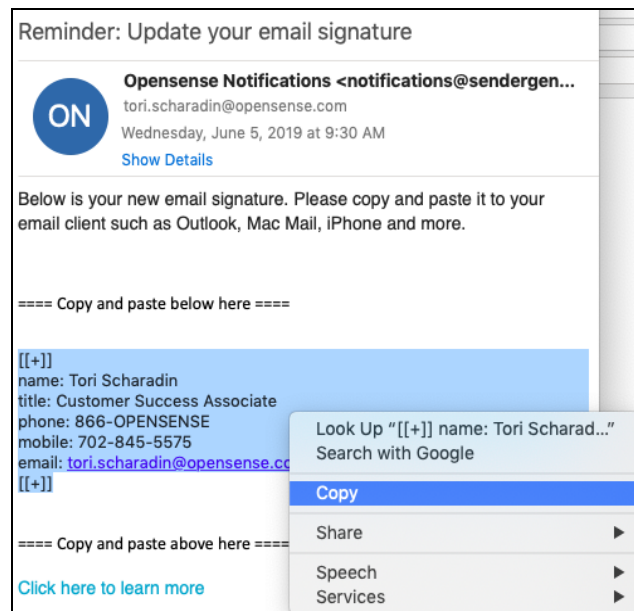


8. Click "Ok"
9. Your Opensense signature will now appear in any emails you compose

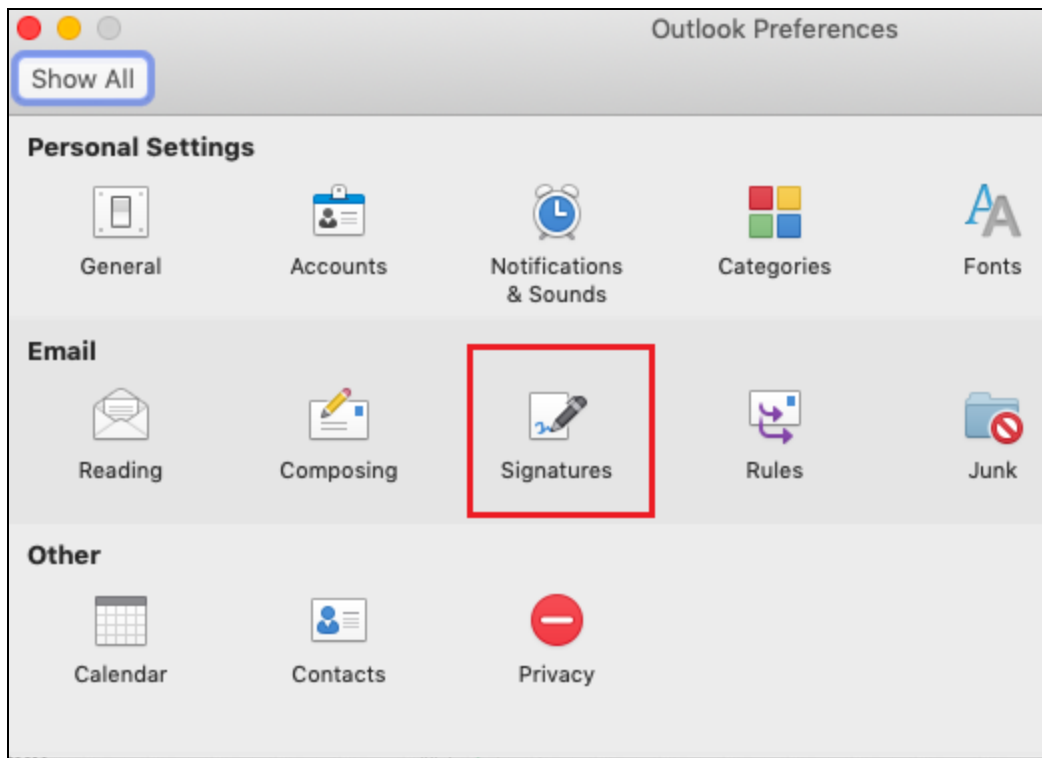


To Configure Outlook for Mac:

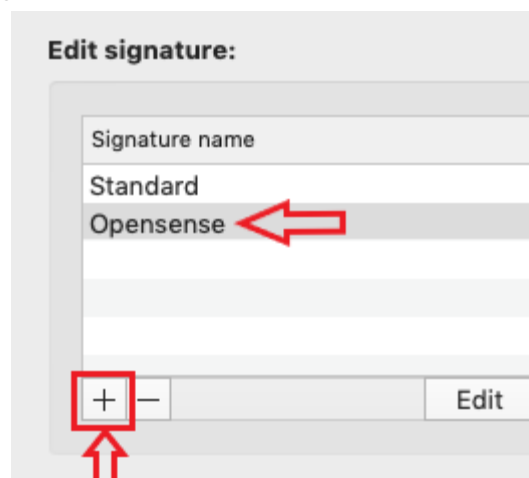
1. Open the Opensense Notification email. **Copy** the whole Opensense Raw Signature to clipboard



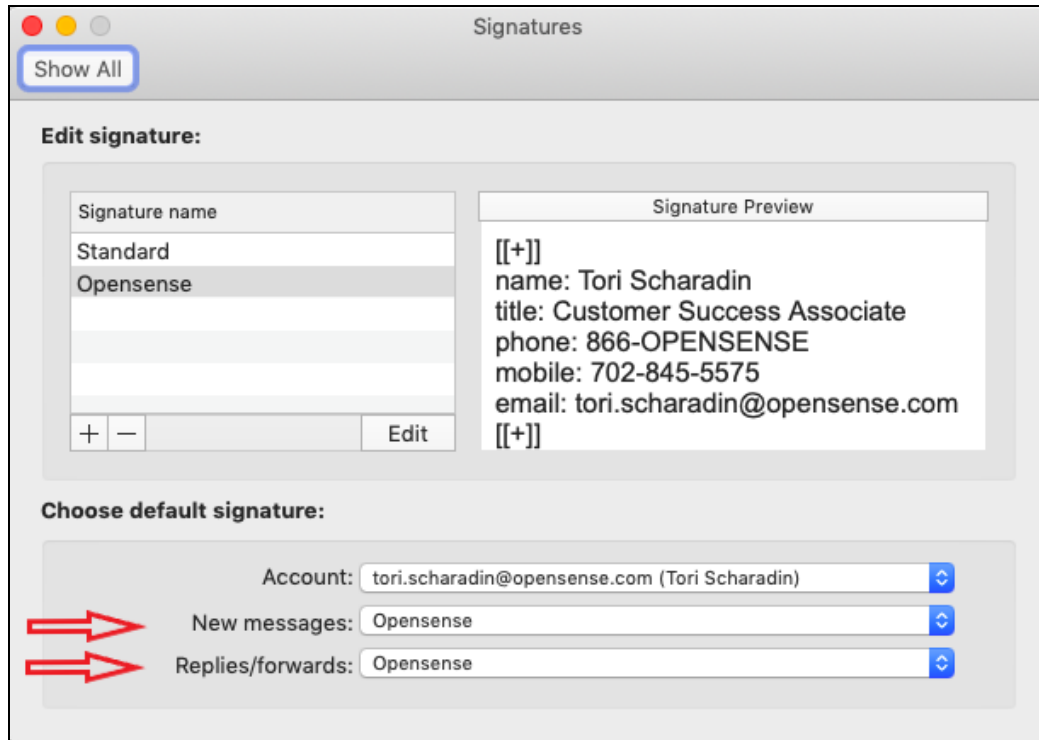
- Go into the Outlook **Preferences** -> **Signatures**



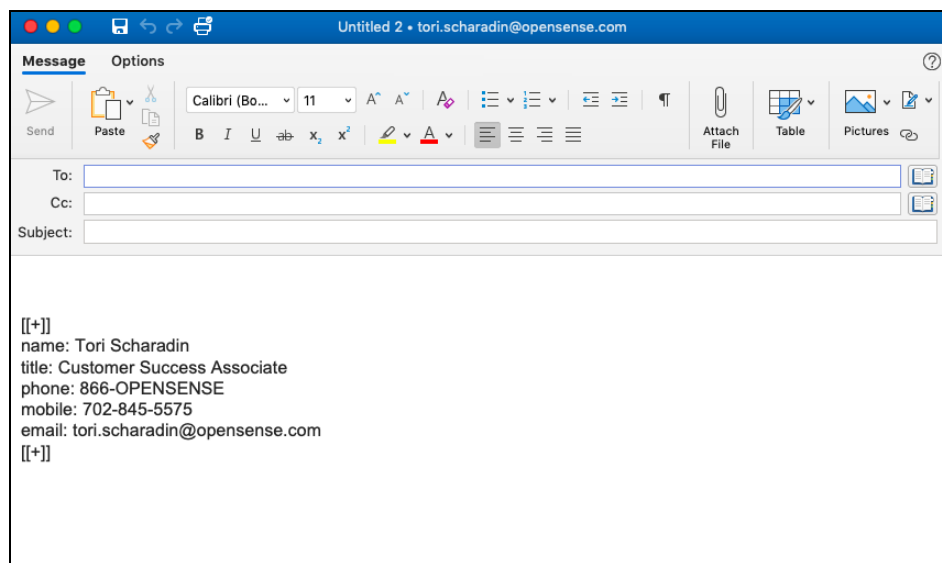
- Create a new signature by clicking on the "+" icon
- Name the new signature "**Opensense**"



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

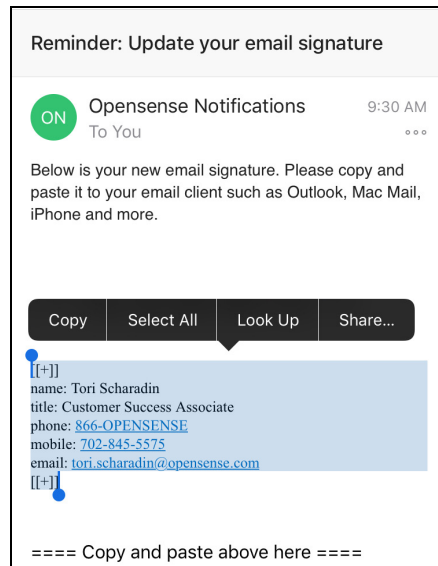


7. Save the signature
8. Your Opensense signature will now appear in any emails you compose

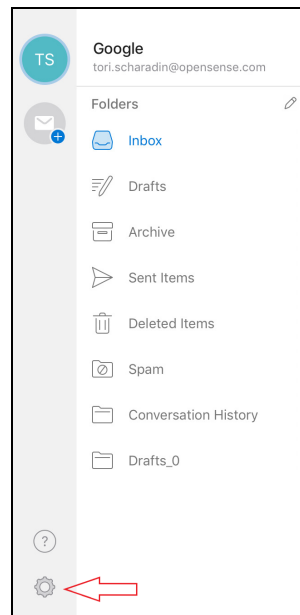


To Configure Outlook for Mobile:

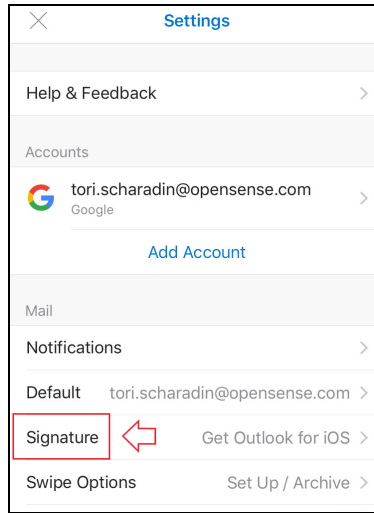
1. Open the Opensense Notification email. **Copy** the whole Opensense Raw Signature to clipboard



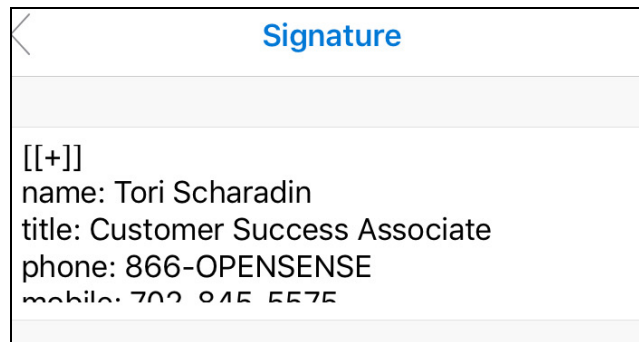
2. Head into the **Settings** menu by clicking on the menu and then the gear icons



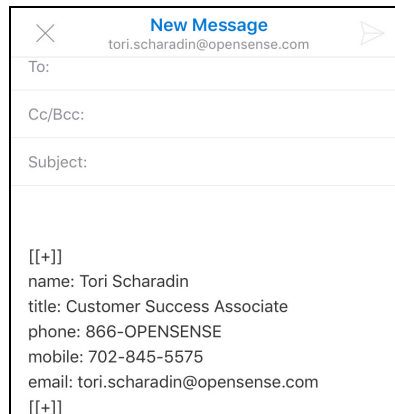
3. Click on **Signature**



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

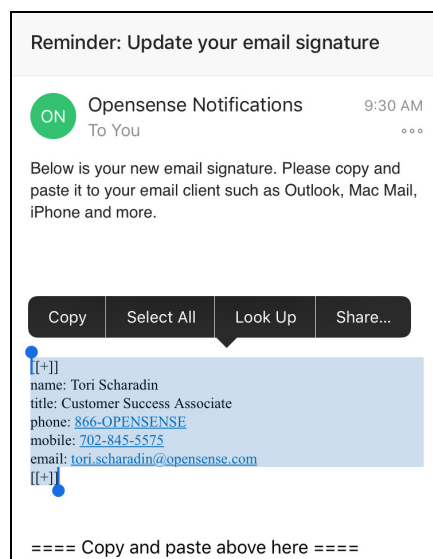


5. Your Opensense signature will now appear in any emails you compose

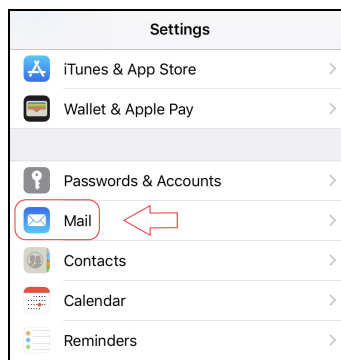


To Configure iPhone Mail:

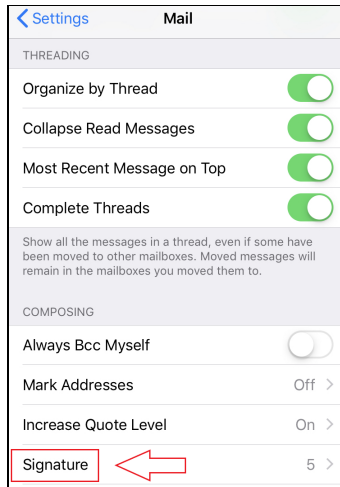
1. Open Opensense Notification email. Copy whole Opensense Raw Signature to clipboard.



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.



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

