



Opensense + Email Signatures

Email Signature Instructions for Mowery & Schoenfeld LLC

MOWERY
&
SCHOENFELD



One simple platform to manage your email signatures, email ad campaigns, sales insights, and compliance on Microsoft 365, Office 365, Exchange, and Google Workspace.

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Opensense Signatures

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 Opensense Work?

- The Opensense Add-In for Microsoft Outlook is an Integrated App installed by your O365 Administrator.
- The app is centrally managed and deployed, individual employees don't have to do anything to get it installed
- In Outlook - Opensense transforms a simple, plain text signature into a template that's defined by marketing.
- On mobile devices and non-Outlook email clients, there will be no signature preview when composing an email, but the final delivered email will have the same full signature as desktop and web.

**Signature on compose in
Outlook Desktop and Mobile**

[[#]]
 name: Jane Doe
 title: Director of Marketing
 mobile: 555.555.5555
 meeting_link: https://www.meetinglink.com
 secure_file: https://www.securefile.com
 linkedin:https://www.linkedin.com/in/janedoe
 [[#]]

**Signature on compose in
non-Outlook**

You will not see a signature on
compose



What email recipient sees



Jane Doe *(she/her)*
Director of Marketing

Dir: 123-456-7989	mllc.com
Tel: 847-247-8959	jdoe@mllc.com
Fax: 847-883-8704	475 Half Day Road, Suite 500, Lincolnshire, IL 60069

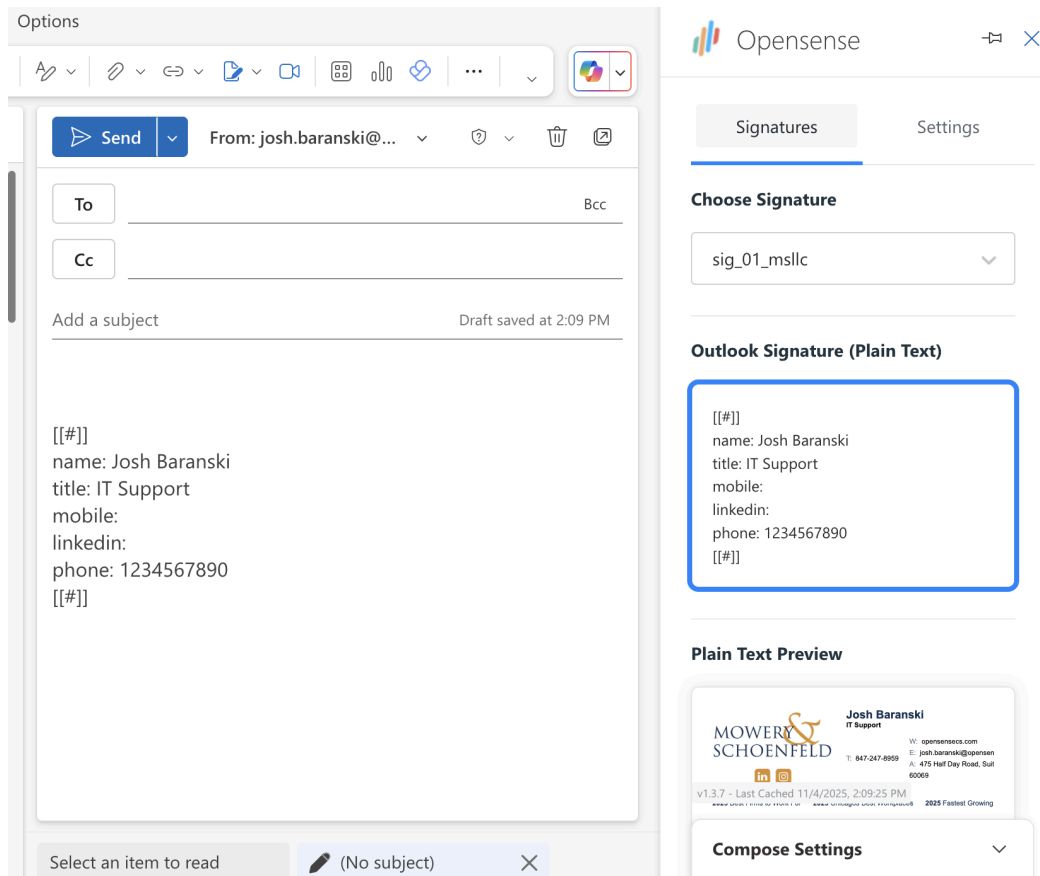
[Book a meeting with me](#) [Send a secure file](#) [Connect with me on LinkedIn](#)

2025 Inc. 5000 **2025** Accounting Today Best Firms to Work For **2025** IPA Top 200 Firm

This message is intended only for the use of the person(s) (intended recipient) to whom it is addressed. It may contain information that is privileged and confidential. If you are not the intended recipient, please reply to the sender as soon as possible and delete the message from your computer. Any dissemination, distribution, copying, or other use of this message or any of its content by a person other than the intended recipient is strictly prohibited.

How do I select a different signature (if applicable):

1. Compose a new email
2. In the toolbar, click on the Opensense logo or button that says "Opensense Email Signatures."
3. Go to the 'My Signatures' tab
4. Click on the "Choose Signature" drop-down menu
5. Select the correct signature you want to use on the email
6. Note: Only approved signatures will be selectable in this drop-down. Contact your Opensense administrator if you don't see the signature design you require

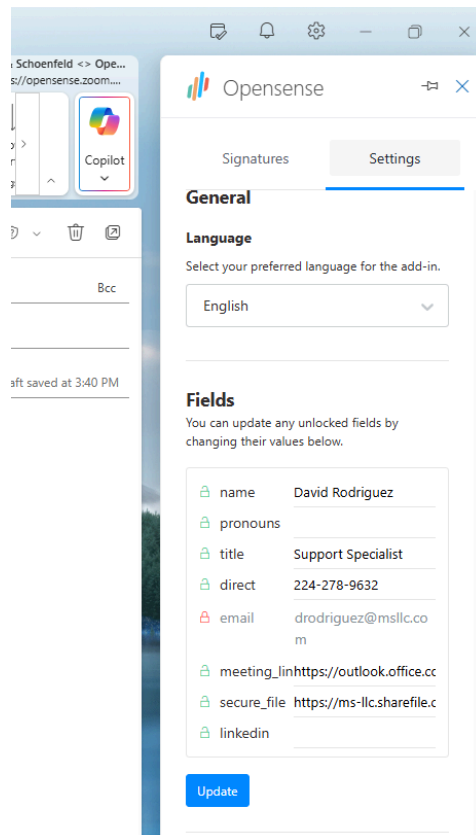


The screenshot displays the Opensense email client interface. On the left, the 'Compose' window is open, showing the 'Options' toolbar with various icons. The 'Send' button is highlighted. The 'To' and 'Cc' fields are empty, and the 'Subject' field contains the placeholder text 'Add a subject'. The email body contains a signature block with the following text: [[#]] name: Josh Baranski title: IT Support mobile: linkedin: phone: 1234567890 [[#]].

On the right, the 'Signatures' tab is selected in the 'Settings' panel. The 'Choose Signature' dropdown menu is open, showing the selected signature 'sig_01_msllc'. Below this, the 'Outlook Signature (Plain Text)' is displayed, showing the same signature block as in the email body. A 'Plain Text Preview' is also shown, displaying the signature block in a preview format. At the bottom of the settings panel, there is a 'Compose Settings' button.

How do I update the data in my signature?

1. Compose a new email
2. In the toolbar, click on the Opensense logo or button that says "Opensense Email Signatures."
3. Go to the 'Settings' tab
4. Update fields as needed under the 'Fields' section
5. Note: Only unlocked fields can be updated. To update locked fields, please contact your Opensense administrator
6. Click the blue 'Update' button
7. Once you click "Update", the data will be written back to Opensense and saved in your profile.
8. Feel free to test your signature with a coworker to ensure the data has been updated.



The screenshot shows the Opensense settings panel in an email client. The panel has two tabs: 'Signatures' and 'Settings'. The 'Signatures' tab is active, and the 'General' section is expanded. Under 'General', there is a 'Language' section with a dropdown menu set to 'English'. Below that is the 'Fields' section, which contains a list of fields with their current values and an 'Update' button at the bottom.

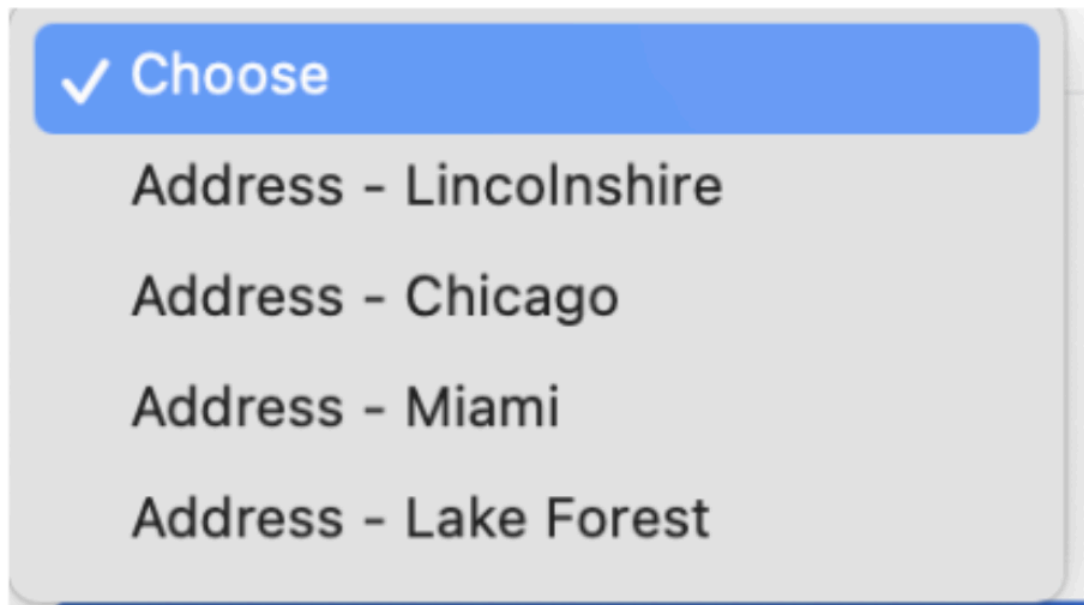
Field	Value
name	David Rodriguez
pronouns	
title	Support Specialist
direct	224-278-9632
email	drodriguez@msllc.com
meeting_link	https://outlook.office.com
secure_file	https://ms-llc.sharefile.com
linkedin	

Update

How do I select an Address?

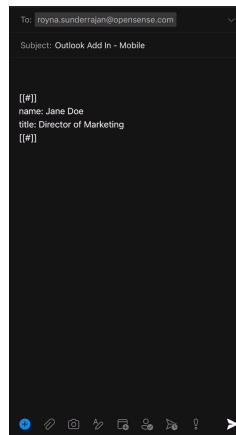
In the Signature panel of the add-in, go to **Compose Settings**.

From there, open the drop-down menu of available addresses and select the one that best applies to you.

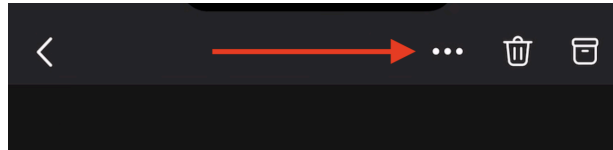


Outlook Add-In on Mobile

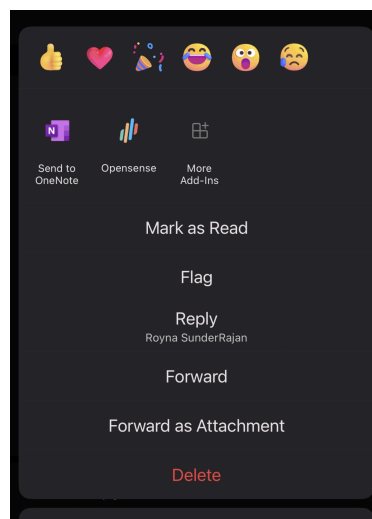
- 1) How it will look on Compose:



2) To reply, click on the three dots in the top right-hand corner:



3) Click Reply:



Mobile Email: For Outlook Web Access

not have the Opensense add-in on your Outlook application (contact your administrator).

non-Outlook Desktop and (Mobile Apps)

Delete the Existing Email Signature on Your Email Applications if you have not already done so.

Users must **set all email signature settings to no signature** to avoid a duplicate signature for non-Outlook email apps, or if you do not have the Opensense add-in on your Outlook application. Follow these short video guides to remove signatures in your email apps:

[Outlook for Windows Desktop](#)

[Outlook Web Access](#)

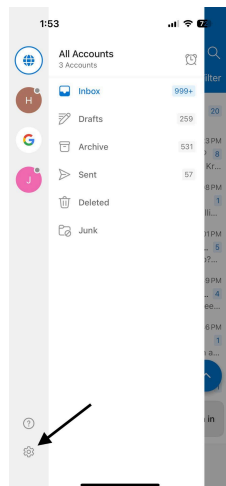
[Outlook on Mac Desktop](#)

[Mac Mail](#)

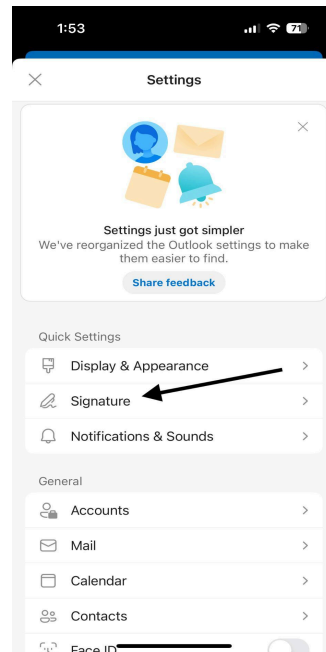
Outlook Mobile App

To remove or change the default email signature in Outlook Mobile, follow these steps:

1. Open the Outlook app on your mobile device.
2. Go to Settings:
 - a. Tap on your profile icon or initials in the top-left corner.
 - b. Scroll down and tap Settings (gear icon).

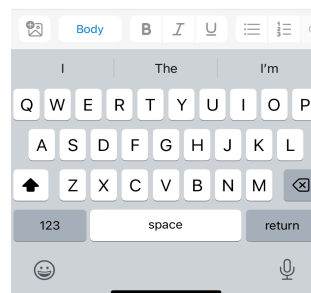
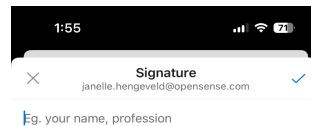


3. Find the Signature Setting:
 - a. In Settings, scroll to the Mail section.
 - b. Tap Signature.



4. Edit or Remove the Signature:

- a. To remove the signature, delete the text in the box.



- b. If you prefer, you can customize the text here as well.

5. Save Changes:

- a. Tap Done (check mark or back arrow) to save and exit the Signature setting.

6. After following these steps, the Outlook Mobile app will stop adding the default "Get Outlook for [device]" signature to your emails.

Apple Mail on iPhone

To update your email signature in the Apple Mail app on your iPhone, follow these steps:

1. Open Settings: Go to the Settings app on your iPhone.
2. Scroll to Mail: Scroll down and tap on Mail.
3. Select Signature: In the Mail settings, scroll down and tap on Signature.
4. Edit or Add Signature: You'll see a box where you can enter or edit your signature. You can set a single signature for all accounts or choose separate signatures for each email account.
5. Delete any signature content for your company email.
6. Save and Exit: After updating your signature, simply exit Settings. Your signature will automatically apply to future emails sent from the Apple Mail app on your iPhone.

That's it! Your approved company signature from Opensense should now appear whenever you send an email.

If you have any questions:

Don't hesitate to reach out to your Opensense administrator.