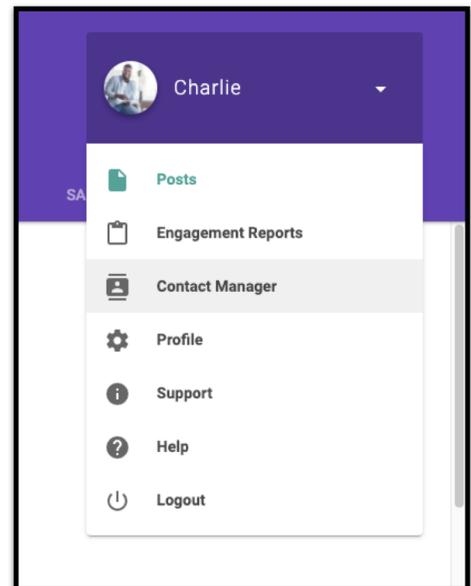
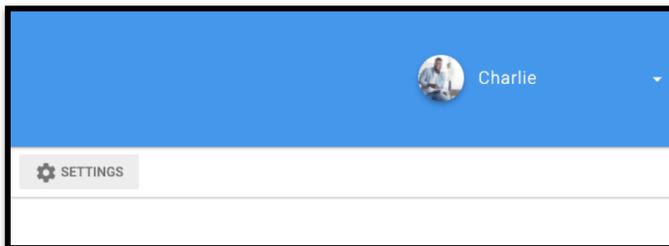


How Do I Define 'Publish From' Default Settings?

*Want cohesive branding when publishing Posts while there are multiple content creators utilizing backstitch Studio?
Our 'Publish From' feature is perfect for you!*

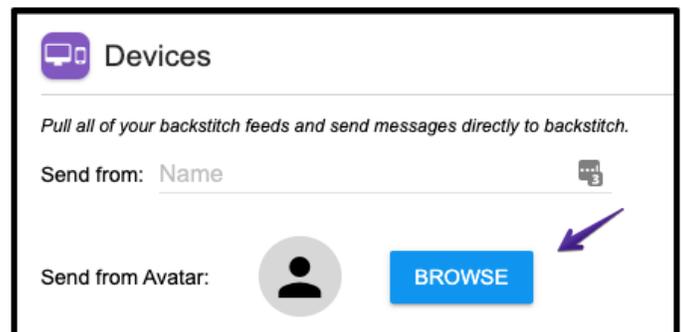
Step #1: Locate the 'Publish From' Feature

1. In backstitch Studio, in the right hand corner, *select [YourCompanyName]*.
2. *Select [Contact Manager]* from the dropdown menu on the right hand side.
3. To the left of the dropdown menu, *select [Settings]*.



Step #2: Set the Default 'Send From' for Publishing Posts

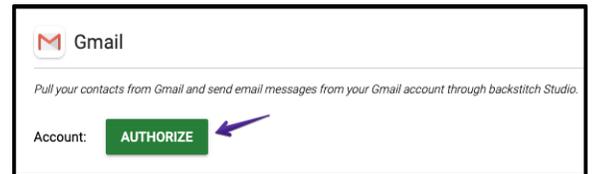
1. Utilize the "Send From" under Devices as a display name for publishing Posts to Devices from Studio. *Example: YourCompany Communications.*



2. Select the [**Browse**] button to choose an image as your Avatar. It shows to the left of your author name on the published Post. ***This shows as the display name in the bottom right corner of your Published Posts!***

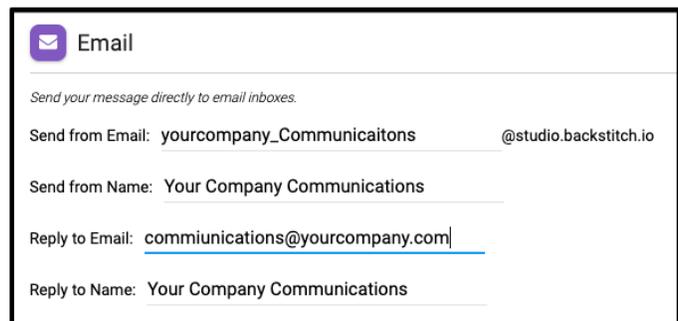
Step #3: Set the Default 'Send From' for Emails

1. If you have not authorized the channels you utilize, do this before proceeding. To do this, click the [**Authorize**] button and fill out the corresponding information.



2. If you do not utilize Outlook or Gmail platforms for email, select [**Authorize**] the backstitch "Email" option.

3. The "Send From Email" and "Send From Name" are best utilized as a generic username that represents your company. *Keep in mind, this only shows when Publishing to Email.*

A screenshot of the "Email" configuration form. The title is "Email" with an envelope icon. Below the title, it says "Send your message directly to email inboxes." There are four input fields: "Send from Email:" with the text "yourcompany_Communicaitons" and "@studio.backstitch.io" to its right; "Send from Name:" with the text "Your Company Communications"; "Reply to Email:" with the text "commiunications@yourcompany.com|"; and "Reply to Name:" with the text "Your Company Communications".

Pro Tip: We suggest utilizing "yourcompany_Communications"@studio.backstitch.io - the "Reply to Email" should be an email that is checked regularly.