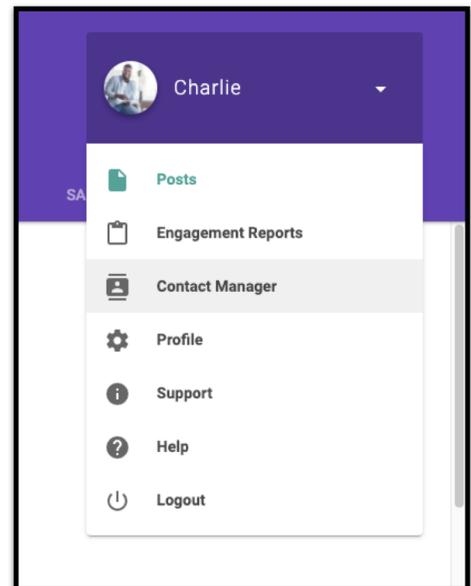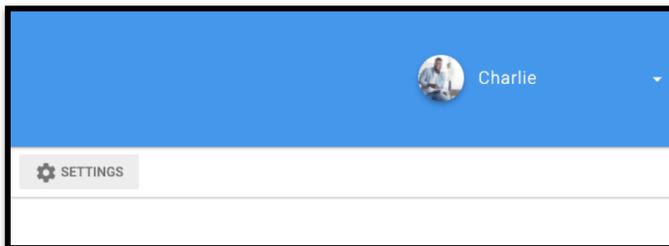# *backstitch*

How Do I Define 'Publish From' Default Settings?

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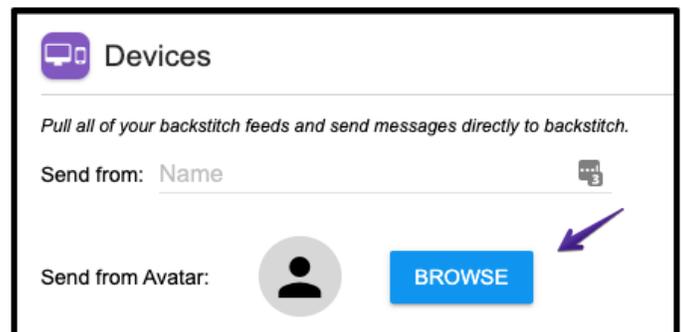*Our 'Publish From' feature is perfect for you!*

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]**.

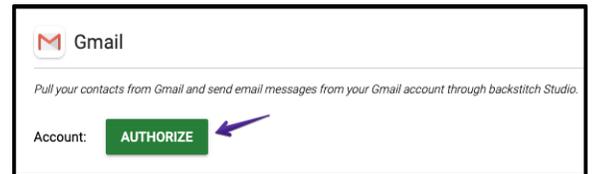### Step #2: Set the Default 'Send From' for Publishing Posts

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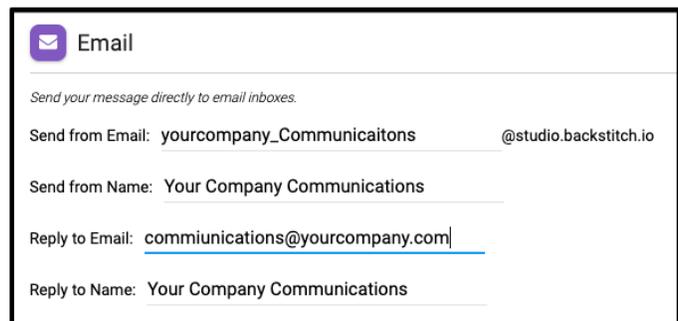
Step #3: Set the Default 'Send From' for Emails

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.*

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