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Email templates

## Creating a template

1. Go to SETTINGS – EMAIL TEMPLATES.



2. Create a new template – possibly by copying one of the existing ones as a starting point.

3. Click the “Merge Fields” icon marked with the arrow.



This allows you to insert information, which automatically will merge with user specific information such as

* Name
* Course
* Date and time of course
* Etc.

Hence all recipients will see their specific name, course and information in their email.

## Editing a template

Email templates can be edited via the menu described above.

You can also go to MESSAGES, create a new message and “save” the edited template or create a new template by clicking “save as”.



If you select a recipient, you can see the email with the correctly filled in information under “preview”.