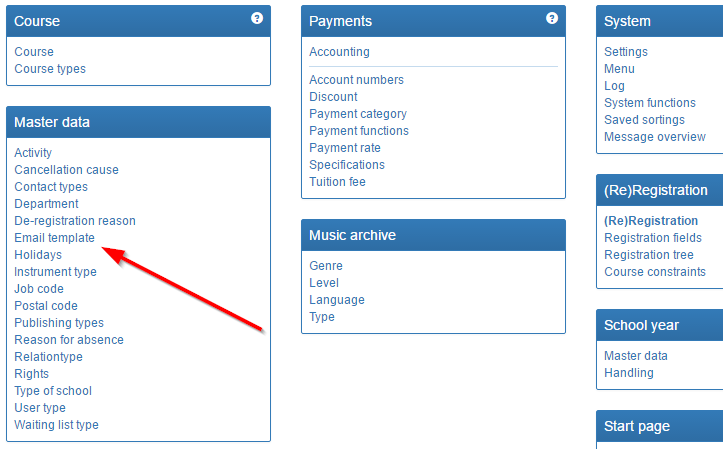
|  |  |
| --- | --- |
| Title: Messages and email templates | Category: 5. Communication |
| Last update: 05-01-2017 11:57 | Author: Krestina |
| Language: Sprog: English | Keywords: |

Email templates

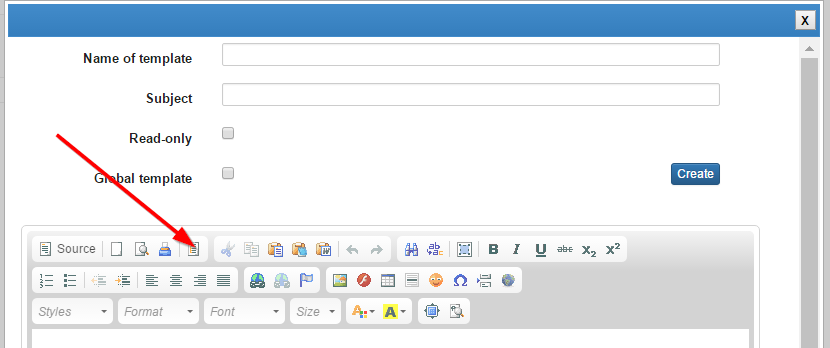
## Creating a template

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

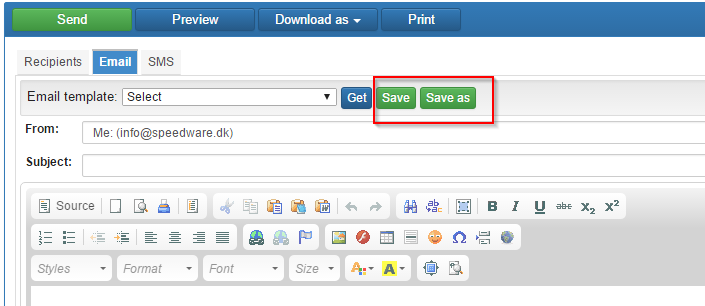
* Name
* Course
* Date and time of course
* Etc.

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”.