

Custom Email Templates

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Custom Email Templates allow you to create customized messages as templates. These pre-designed message templates can be applied to outgoing emails or notifications.

Email Templates

1. From the dashboard, click **Home** or the **house icon** on the left.
2. Click **Settings**.
3. Click **Email Templates**, in the Communication section.
4. This will display a list of existing email templates with a few options:
 - **Make Default** - This sets the email template as your personal default email template when creating an email.
 - **Edit** - Lets you modify the email template.
 - **Copy** - Creates a duplicate of the email template.
 - **Preview** - Previews the email template to see its content.
 - **Delete** - Removes the email template.

Creating an Email Template

1. From the Email Templates list, click on the **Add New Template** button.
2. You will be asked to fill in the following fields:
 - **Name** - The name of the email template.
 - **Subject** - The subject of the email template.
 - **Insert Mail Merge Fields** - This allows you to enter merge fields into the email template, [click here to learn more](#).
 - **HTML** - The content of the email.
 - **Text** - The text only content of the email. When plain text is populated, email clients with HTML disabled will still display the text version.
 - **Generate text version** - This allows you to generate a text only version of the HTML content of the email, overwriting the current Text version of the email.
3. Click **Save** when done.

Related Content

- [How do I send an email?](#)
- [How do I add an attachment to an email?](#)
- [How do I use Merge Fields?](#)

- [Email Traffic Report](#)