Email AI Assistant

Nazia F. - 2025-07-16 - Communication

Email AI Assistant is available in the Email Message Center to help you quickly compose or refine emails with ease. This option is accessible in the Email Message Center under the Communications menu, as well as within the Email Editor found within the Events and Groups modules.

Note

Access to this feature requires the appropriate permissions. The Email AI Assistant is available to users in roles with communication privileges, such as Administrators and Membership Managers.

To get started:

1. Navigate to the **Communications**, **Events**, or **Groups** module.
2. Click **Compose New Message**.
3. In the email editor, click **Generate with AI**, located at the top-left of the Body section.

For more guidance on composing and sending emails, refer to our help article: Creating an Email

When you click the Generate with AI button, you'll be directed to a dedicated screen where you can interact with the assistant.

On this page, you'll see:

- A text box (up to 500 characters) to describe what you'd like the email to say
- A Preview pane that displays the AI-generated content

1. In the text box, enter a brief description of the message you'd like to send.
2. Click **Generate**.
3. Review the generated draft in the **Preview** pane.
4. You can continue refining the content as needed by typing further instructions in the text box to adjust the message and then clicking on Generate to update the preview.
5. Use the Preview links in the chat history to view or restore previous versions.

Customization Options:

After the initial generation, you'll be able to adjust tone and writing style using these options:

- **Tone**: Formal, Friendly, Professional, Casual

- **Preferences**: Generate excitement, Add urgency, Boost engagement, Make it shorter, Make it longer, Improve readability

Once you're happy with the content, click Replace to insert the generated text into the main email editor.