Create Custom Email Templates
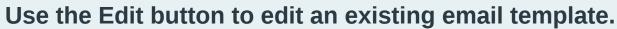
Author: Burt Lancaster

Updated: 2 years ago
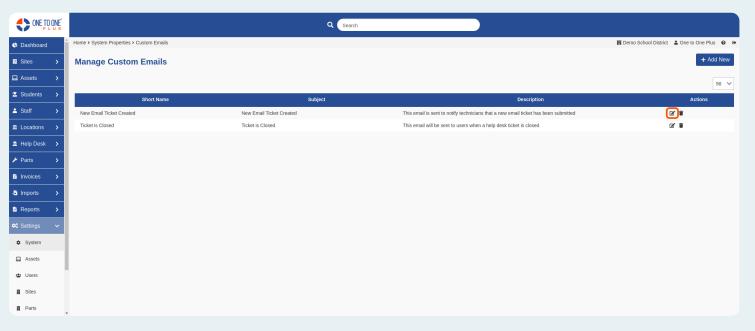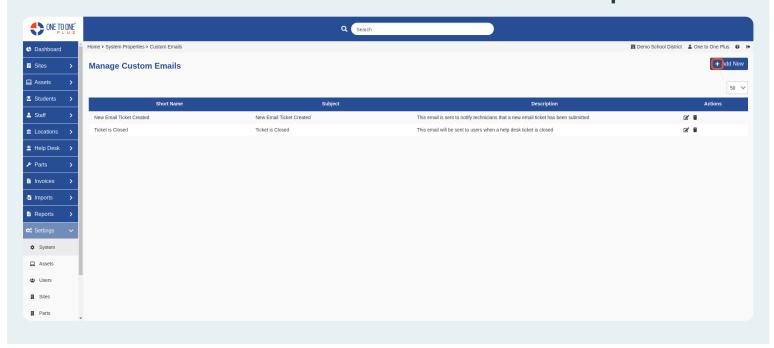
Select Settings

Select System

Select Custom Emails

Use the Edit button to edit an existing email template.
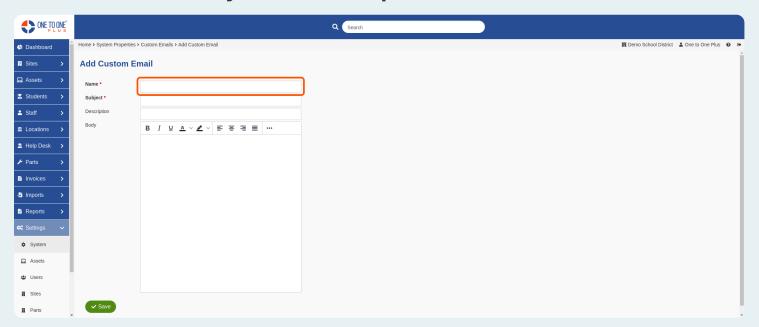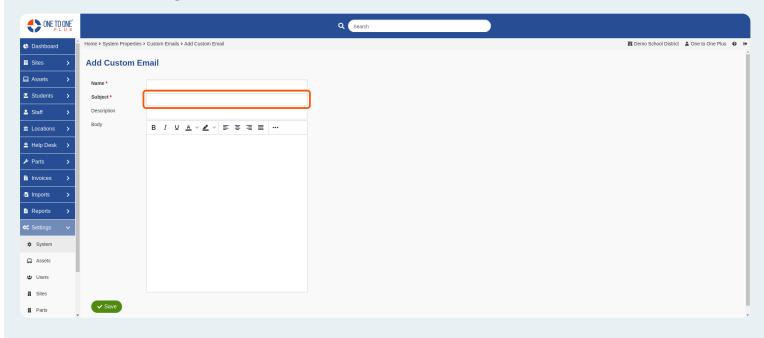
Click the Add New button to create a new email template
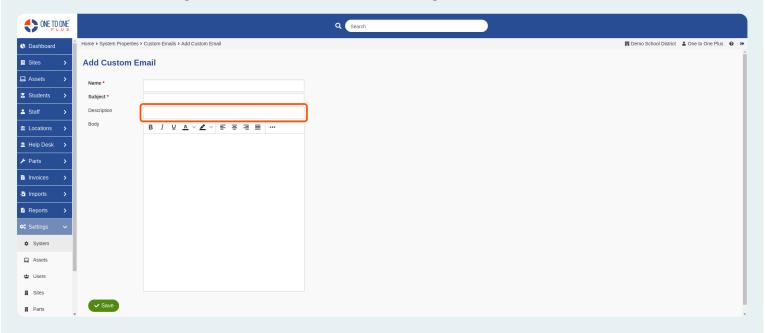

Enter the Name of your new template.

Enter the Subject line for the email

Put in a Description of the email template

Type the Body of your email

Click the Save button

The email template is now available to be used on Rules and other functions in the software.