



## How to Create Mail Templates

Mail templates are helpful if users plan to send the same or similar emails on multiple occasions. To create a Mail template:

- Hover over **My Account** and select **Administration**
- Select **Correspondence** from the Tools section on the left-hand side
- Select **Mail Templates** from the sub-menu on the left-hand side
- Click on the plus  icon
- Enter a **Title** for the template, and choose whether recipients of this email have the option to opt-out of future correspondence
- In the content box, create your template. The person icon can be used to merge details into the template, such as a person's name 
- Once the template is complete, click **Save**

The mail template will now be available to select when sending emails from the system.