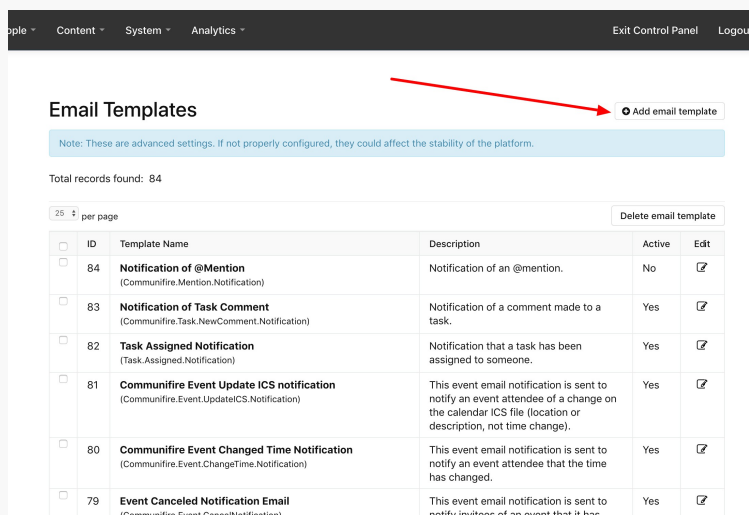
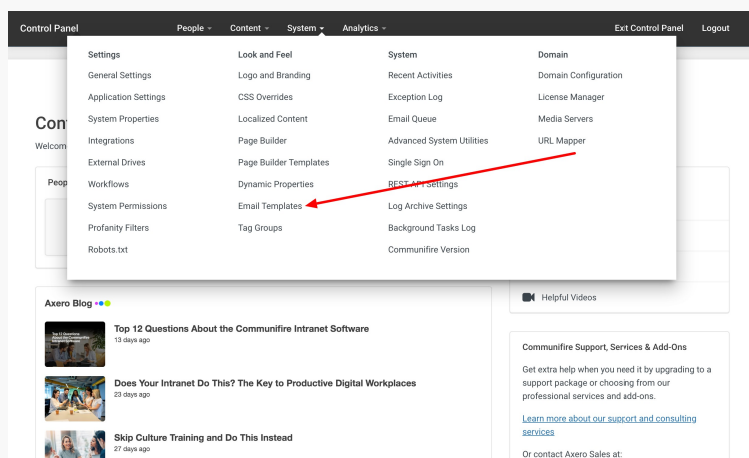


Add Email Template

Version 12

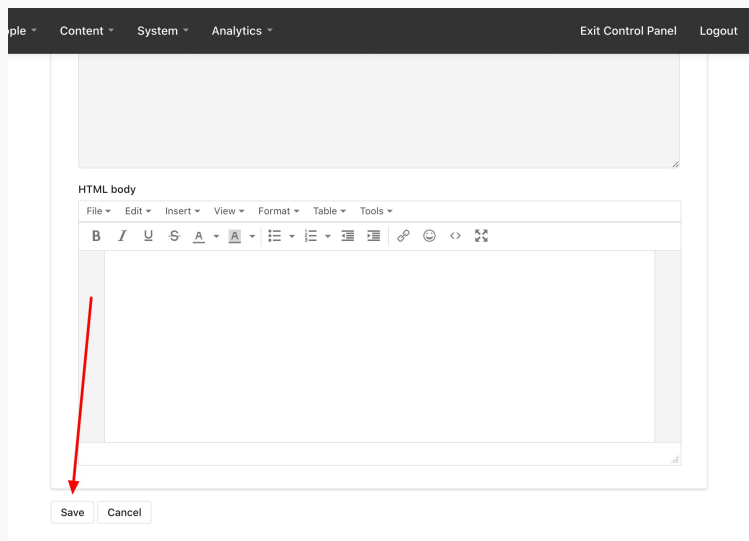
Published 4/3/2017 04:15 AM by [Anonymous User](#) Last updated 4/29/2021 10:39 PM by [Grace Kamau](#)

Adding an email template can be helpful if you need to frequently **Mass Email** people in your intranet. Create an email template to save a frequently used subject and email body.



- Fill in the following:
 - **Template name:** An administrative name for the email template.
 - **Friendly name:** The name that appears when selecting an email template for a mass email.

- **Description:** The description appears in the email templates page, for administrative purposes.
- **Subject:** The subject line of the email.
- Select the **Content Type:** Text only or Multipart (Text and HTML)
Note: When Multipart is selected, both text and HTML are sent. If a recipient's email client cannot process HTML, the text body will be displayed.
- Enter the **Text body** or **HTML body** of the email template
You can use the following mnemonics in your email template:
 - {{FIRST_NAME}}
 - {{LAST_NAME}}
 - {{USER_NAME}}
 - {{EMAIL_ADDRESS}}
 - {{COMMUNITY_NAME}}
 - {{APPLICATION_URL}}



tags : site-administrator