

Create Your Own Email Template

Last Modified on 11/03/2020 12:32 am EST

Jackrabbit has provided numerous email templates for your use, however, you also have the option to create your own templates.

1. Point to **Tools** and click **Edit Email Templates**.
2. On the *List Templates* page, click the **Add Template** button.
3. The **Template Editor** page opens.
4. **Name** the template. New template names should be 50 characters or less.
5. Choose an **Email Type** (HTML or Text).
6. Add a **Subject** (optional) and **text**.
7. Click **Add Template**.

The template will become available on the **List Templates** page and will be available from the *template drop down* choices when preparing an email.
