

Create Newsletter Template

1. Login as Administrator
2. Admin Dashboard > Email > Templates > Click on Create New Template
3. In step 1 add template name and subject of email



✓ Saved at 08:00 PM

Template details

Name:*

Name cannot contain any of the following characters: \ / : * ? * < > | & # + %

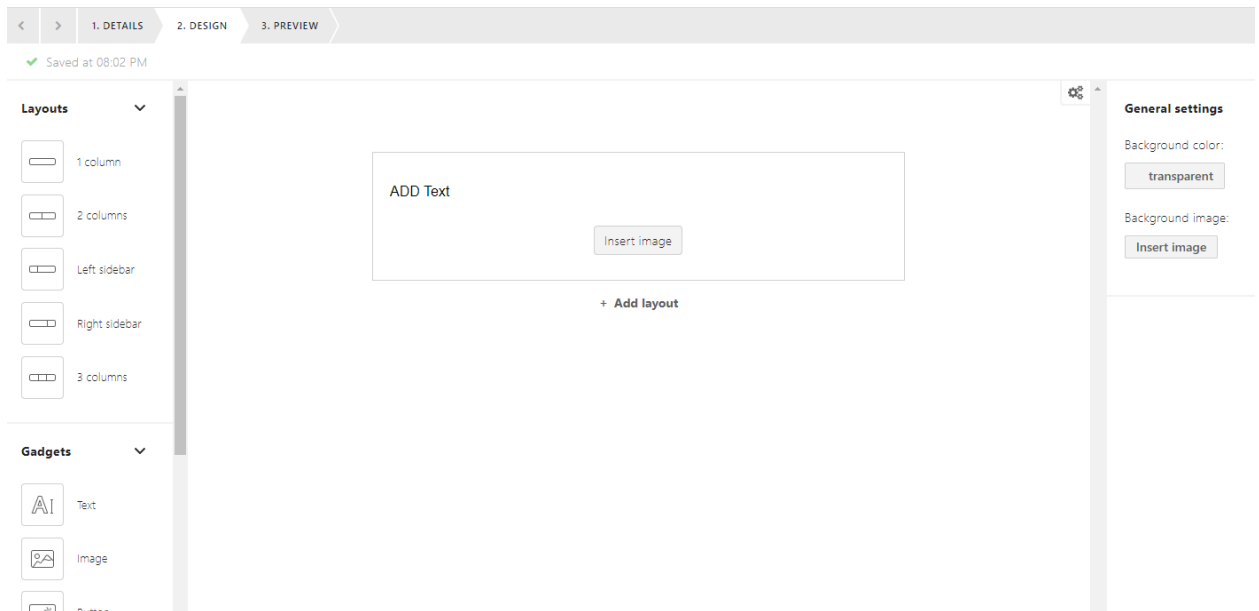
Max. length 255 characters

Rec

Subject:

4. In step 2 you can design the template using layouts and widgets listed like text, image, button...

5. For each widget, you can change the settings listed on right side



6. In step 3 you can preview and save the template.

7. These saved templates can be used for sending email notifications to contacts..