

Create Your Own Email Template

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

1. Go to the **Gear** (icon) > **Settings** > **Email Templates**.
2. Click the **Add Template** button on the *List Templates* page, the **Template Editor** page opens.
3. **Name** the template. New template names should be 50 characters or less.
4. Choose an **Email Type** (HTML or Text).
5. Add a **Subject** (optional) and **text**.
6. 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.
