

## Creating Email Templates

Create company-wide email templates for use with the bulk email tool.

- 1 Open the **Admin** screen and select the **CMS** tab from the top menu.
- 2 From the drop-down menu, select an existing email template. The page will default to the HTML information screen.

- 3 Overwrite the name of the template in the text box marked **Page Name**.

**Important note:** For the email templates to work it is essential that all templates are named in exactly the following format:

Email Template Candidate - [Edit name here](#)  
Email Template Client - [Edit name here](#)

The **Page Title**, **Meta Key** and **Meta Description** fields do not need to be edited for email templates.

- 4 Select the **Content 1** tab from the CMS menu to edit the message of your email.
- 5 Enter your message text into the panel overwriting the existing text.
- 6 Make use of the CMS tools to change the font style. If you prefer you can select **Source** to edit the HTML code directly.
- 7 Use **Data Placeholders** to import specific information from your database into your bulk emails to personalise them. ie. Candidate or client name. More information about Data Placeholders can be found in the knowledgebase.
- 8 Ensure you select **Save as new**, to create the new template. Or **Save** to simply overwrite or make changes to the existing template.

