Editing and Sending an Email from a Template
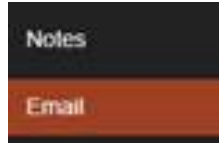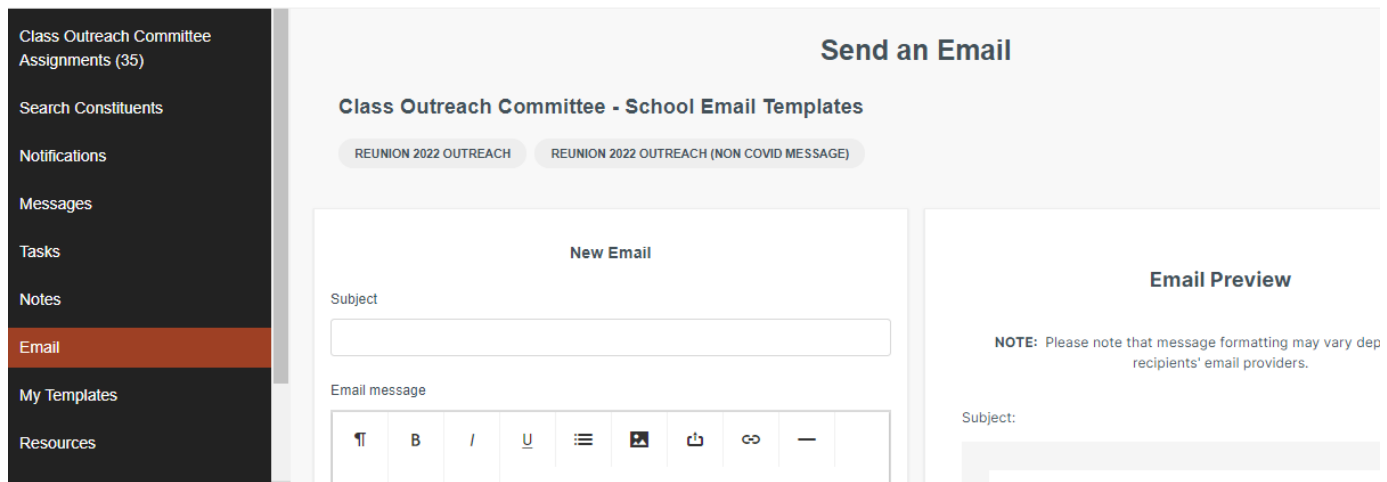
1. Log in to GiveCampus <u>here</u>

2. Click Email on left side of your screen

3. Click select your email template – upper left under School Email Templates

4. <mark>Add a greeting and signature and edit if you would like to add your own message/voice by clicking in the original message on the left side of the screen in the desired location and type additions and/or edits.</mark>

5. Scroll down to Recipients and click select all
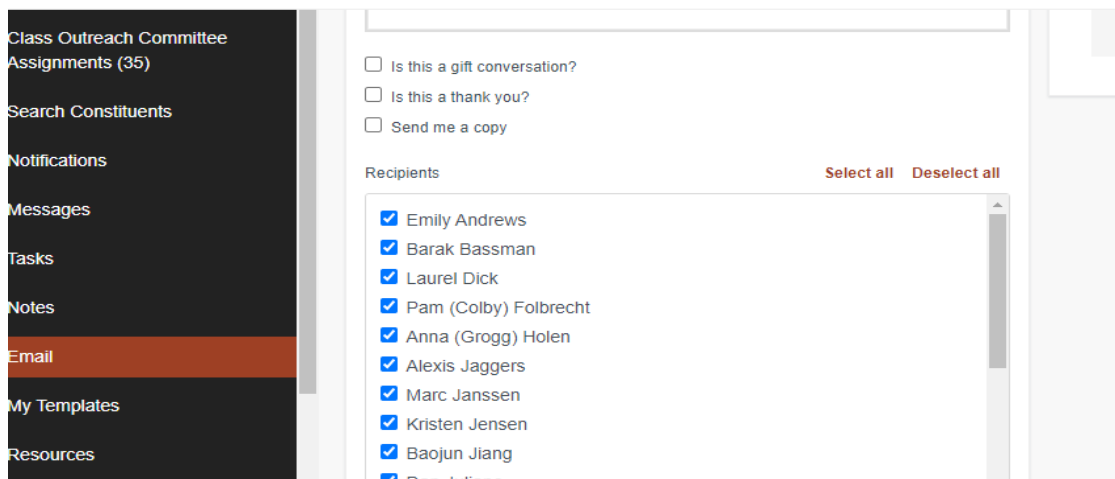
6. Look over email in preview box

Email Preview

NOTE: Please note that message formatting may vary depending on recipients' email providers.

Subject: **It's Our 25th Reunion!**

Tay,

What a challenging 18 months we've had. Whether you're itching to travel and connect in person again, or whether you're not quite there

ther you're

*The default nickname is always Tay in the preview (Taylor for first name).

7. Click Send Test to Me if you would like to see what it will look like. Otherwise, Click Send Email when you are ready to send

Send Test to Me   **Send Email**

8. Please let me know if you have questions or if I can help you navigate this process in GiveCampus.