Printable Guides

What's New

**Content Studio** 

Analytics

Groups

Integrations for Core/General

Language and Translations

Search Filter Q

General Features (Core) > Email Administration > System Email Administration > Email - Create

## 

## **Email - Create**

Emails can be created to communicate important information to recipients. The Create New Email page is separated into the following four sections:

- Languages
- Title and Address
- Recipient and Availability
- Message

To create an email, go to Admin > Tools > Core Functions > Email Management. Then, click the Add Email icon in the Options column of the email action for which you would like to create an email. This opens the Create New Email page.

## Permissions

| PERMISSION NAME                      | PERMISSION DESCRIPTION  | CATEGORY            |
|--------------------------------------|---|---------------------|
| Email - Edit From Address            | Grants ability to edit the "from" address when creating or modifying an email trigger. In addition, the <b>Allow user to change email address</b> option must be selected in Email Preferences. This permission works in conjunction with the Global Email Administration - Manage permission. This is an administrator permission. | Core Administration |
| Global Email Administration - Manage | Grants ability to manage email trigger templates across all active modules in the portal. Enables creating, editing and deleting email message templates for various system actions and workflows. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. This is an administrator permission.  |                     |

| eate e-mails using the fields below.                                     | For help, click here.  |
|--|--|
|  | ☑ - Search Pop-Up Page 🗐 - Remov   |
|  | ge or Document Manager will be stored on a publically accessible server. The upload limit (per file) for images, documents, and templates is |
| В.   |  |
|  |  |
| Send emails using default lange  | uage (English (US)) when preferred language is not available.  |
|  | uage (English (US)) when preferred language is not available.  |
| Send emails using default lange<br>Note: You may only change the default |  |
| Note: You may only change the defe                                       | ault language during copy/create.  |
|  |  |
| Note: You may only change the defo                                       | English (US) ▼   |
| Note: You may only change the defe                                       | English (US) ▼  Form Approval Completed  |
| Note: You may only change the defo                                       | English (US) ▼   |
| Note: You may only change the defo<br>Change Default Language<br>Action  | English (US)  Form Approval Completed  |

