## Create an email template in HTML

1. Create an email identification. Give the identification a name that you can easily recognize later, such as Alert email. For more information, see [Configure email functionality in Microsoft Dynamics AX](https://docs.microsoft.com/en-us/dynamicsax-2012/appuser-itpro/configure-email-functionality-in-microsoft-dynamics-ax).
2. Connect the identification to the alerts function. For more information, see [Define an email identification for alerts](https://docs.microsoft.com/en-us/dynamicsax-2012/appuser-itpro/define-an-email-identification-for-alerts).
3. Click **Organization administration** > **Setup** > **E-mail templates**. Press CTRL+N to create a new email template.
4. In the **Sender name** field, enter a name for the sender. Make sure that the sender name indicates that the purpose of the email message is to send an alert from Microsoft Dynamics AX.
5. In the **Sender e-mail** field, enter the email address of the sender.
6. In the lower pane of the form, create records for each language that you require. After you have created a template for a particular language, users can receive email messages in that language.
7. For each record, or template, enter the following information:
   * In the **Subject** field, enter a subject for the template. The subject can include merge data. For more information, see [About setting up alert email templates](https://docs.microsoft.com/en-us/dynamicsax-2012/appuser-itpro/about-setting-up-alert-email-templates).
   * In the **Layout** field, select the **HTML** layout.