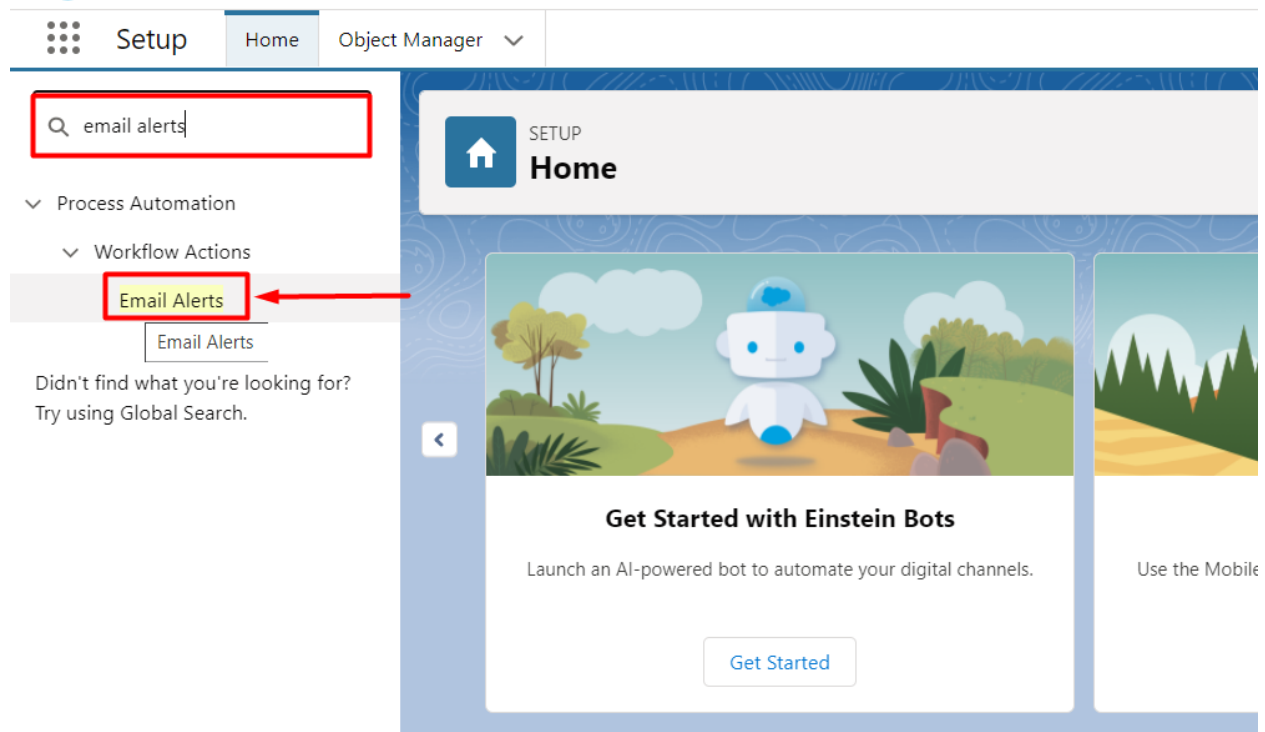


**Step 1:** The first step in creating an email alert is to go to the quick find option and search for email alerts, click to open.



**Step 2:** Once you open it click on the option new email alerts and on the next page you will be able to see several steps needed to create an email alert.

Edit Email Alert

### Test email object

Create an email alert to associate with one or more workflow rules, approval processes, or entitlement processes. When changing an email alert, any modifications will apply to all rules, app

**Email Alert Edit** [Save] [Save & New] [Cancel]

**Edit Email Alert**

Description: [Test email object]

Unique Name: [Test\_email\_object] ⓘ

Object: [Contact ▼]

Email Template: [Sample email template] ⓘ

Protected Component: ☐

Recipient Type: Search: [User ▼] for: [ ] [Find]

Recipients

Available Recipients	Selected Recipients
User: Integration User User: Security User User: Test user User: astha gupta	--None--

Add [➡]  
Remove [⬅]

**Step 3:** Step 1 is to enter the view name here I am putting the view name as a Test email alert. A unique name will be created by default moving ahead you have to choose an object so here I am choosing contact and I am selecting email template as sample email template under recipient I am choosing email field and moving it to selected recipient down you can provide 5 email addresses that will be automatically available in the CC of that email and click on save.

Description	<input type="text" value="Test email object"/>		
Unique Name	<input type="text" value="Test_email_object"/>		
Object	Contact		
Email Template	<input type="text" value="Sample email template"/>		
Protected Component	<input type="checkbox"/>		
Recipient Type	Search: <input type="text" value="User"/> for: <input type="text"/> <input type="button" value="Find"/>		
Recipients			
	<b>Available Recipients</b>	<b>Selected Recipients</b>	
	<div><div>User: Integration User</div><div>User: Security User</div><div>User: Test user</div><div>User: astha gupta</div></div>	<div><div>Email Field: Email</div></div>	<div><div>Add</div><div>Remove</div></div>
You can enter up to five (5) email addresses to be notified.			
Additional Emails	<input type="text"/>		