CREATING AN EMAIL TEMPLATE

The email template is the actual message that the contact will receive from the system. In Radius, we have a large amount of templates already created with proper formatting and HTML to make the email design match the brand that Ivy Tech wants to continue. Here you will clone an email that already exists, and then modify it to meet your needs. You can then use this later to send it out.

1. First step is to find an Email Template to clone and make your own. Let’s click Marketing – Then Email Templates to get to the email template list.

2. This is the Email Template List. This is a list of all the email templates in the system. From here, you can open one and see if you like the way it looks. Right click the name and open in new window. That will open it in a new tab and allow you to look at it. If you don’t like it, you and close it and open another until you like the way one looks.
3. Here is a template that has already been created and we like the way it looks. We can use this as a basis for our communications in the system. Go ahead and hit the Clone button and it will open in a new window.

4. Here is what the cloned email looks like. Note the Name of the email template and the naming convention used. You will want to make sure you remember this email name as you will be using it later to send the emails to your contacts. Here you will also see the subject line and the email body. Change the contents to send your message and save the changes. You have now created your own email template that you can clone later or use over and over. Congrats!