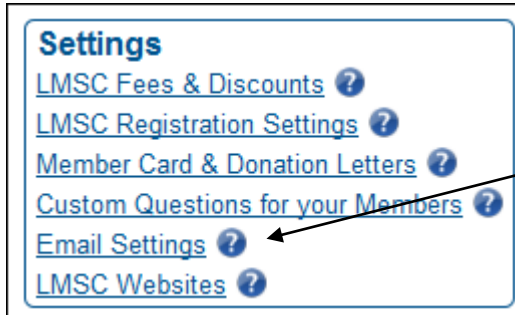


Email Settings

You can set up defaults for email messages that you send. You can have a default subject, greeting, and signature.



Select "Email Settings"

Settings that are left blank will use the system default.

Email Settings

Default Email Subject:

Default Email Greeting:

Default Email Signature:

B *I* U | ABC | | | | | |

Submit & Save Settings

Cancel & Go Home

Here is the form. You can enter any or all of these (Subject, Greeting, and/or Signature). Note that for the Signature you can use the font enhancements shown (Bold, Italic, etc.)

Email Settings

Default Email Subject:

Default Email Greeting:

Default Email Signature:

Very truly yours,
John Doe
Your esteemed NE-LMSC Registrar
 PO Box 888
 Boston, MA 88888
 Email: Neregistrar@usms.org
 Phone: 888-888-8888

B I U | ABC | [List Icon] | [List Icon] | [List Icon] | [List Icon] | [List Icon] | [List Icon] | [List Icon] | [List Icon]

In this example we are entering text for all three defaults. Note that the signature includes some bold and italic text.

Click the "Submit & Save Settings" button when done.

When you go to the Compose Email screen to send a message to your members, your defaults now appear in the form:

Contact Members via Email - USMS Registration

Email Subject

Email Content

Using one of our [available tags](#) will substitute the individual member's information into the email.

B I U | ABC | [List Icon] | [List Icon] | [List Icon] | [List Icon] | [List Icon] | [List Icon] | [List Icon] | [List Icon]

Dear NE-LMSC Member [[First Name]],

Very truly yours,
John Doe
Your esteemed NE-LMSC Registrar
 PO Box 888
 Boston, MA 88888
 Email: Neregistrar@usms.org
 Phone: 888-888-8888

Note the new defaults for Subject, Greeting, and Signature