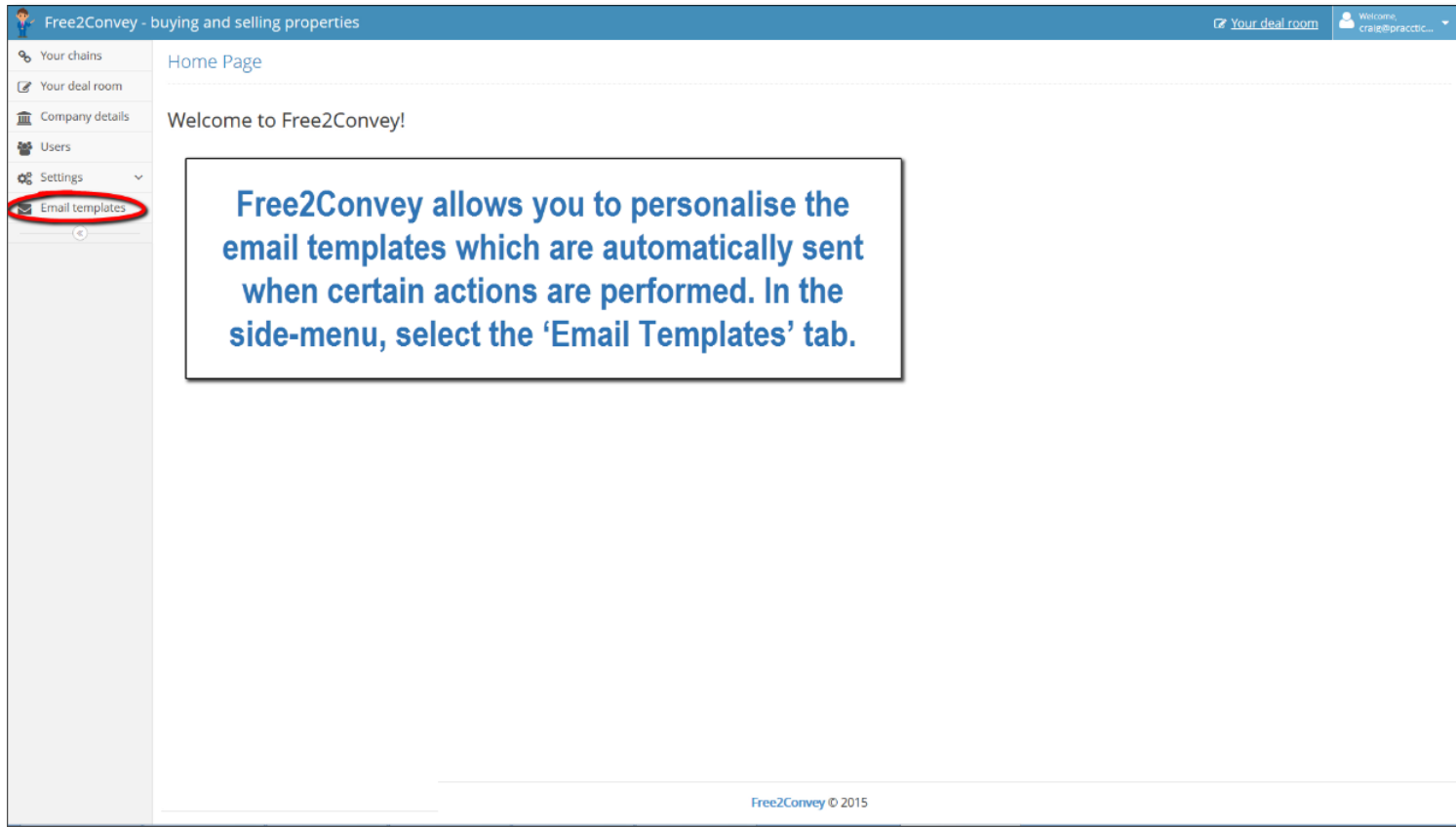


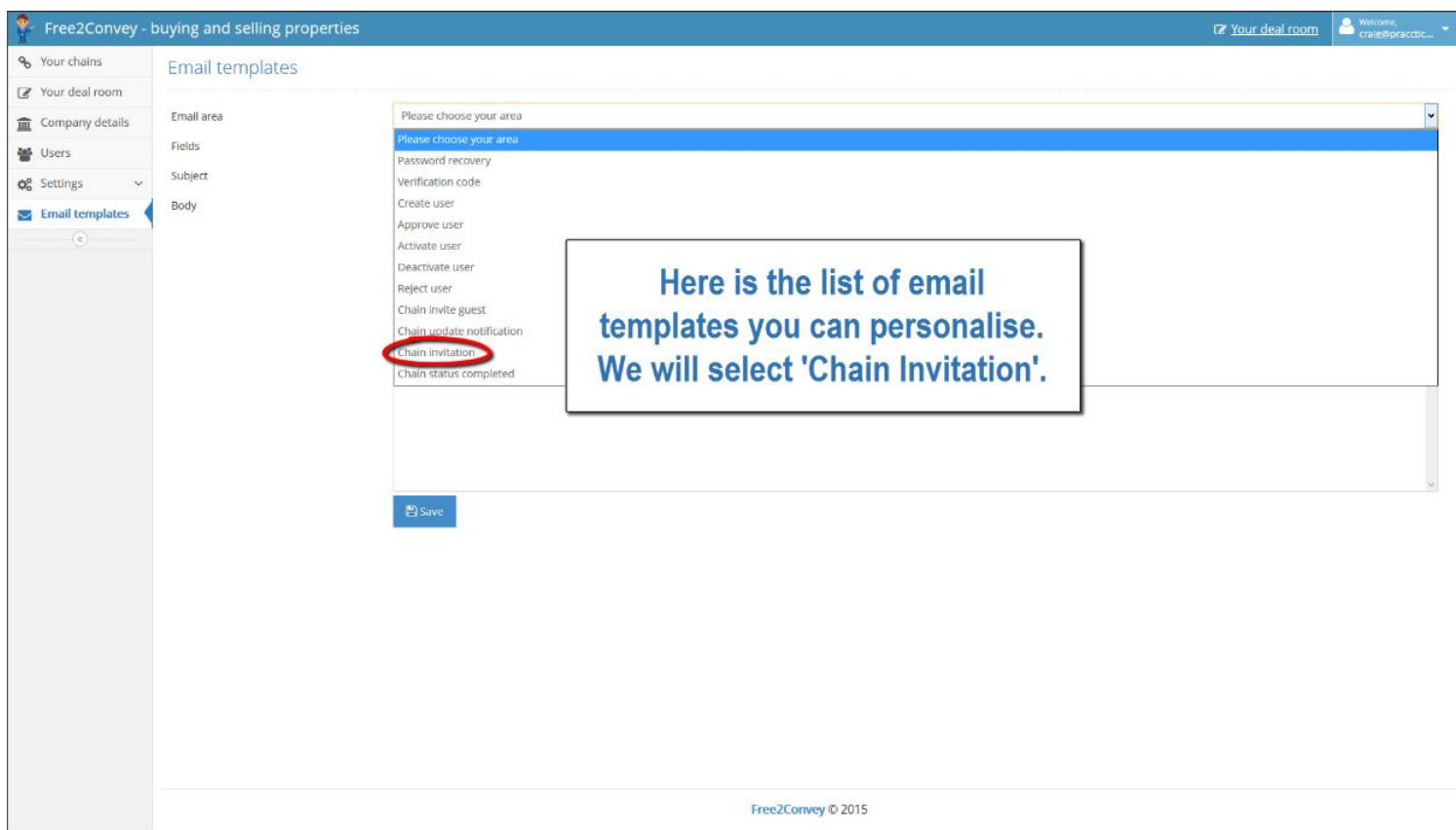
Note Sheets - Module 10

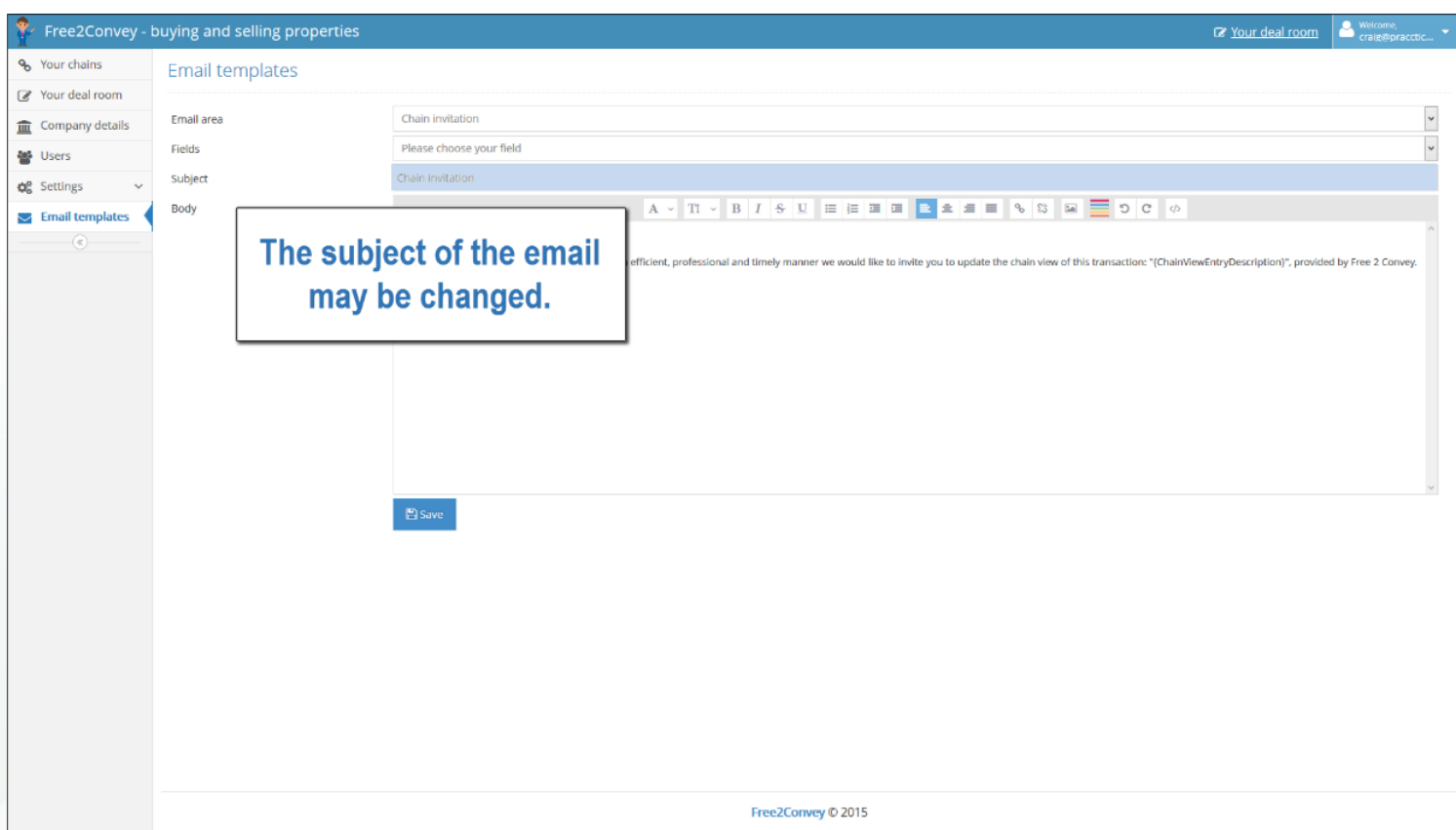
How Do I Personalise My Email Templates Sent Through Free2Convey?



Enter your notes here









Enter your notes here

The screenshot shows the 'Email templates' editor in Free2Convey. The 'Body' tab is selected, and the main text area contains a sample email body. A callout box points to this area.

You can type your text into the main body panel.

The screenshot shows the 'Email templates' editor with the 'Fields' dropdown menu open. A callout box explains how to add a merge field.

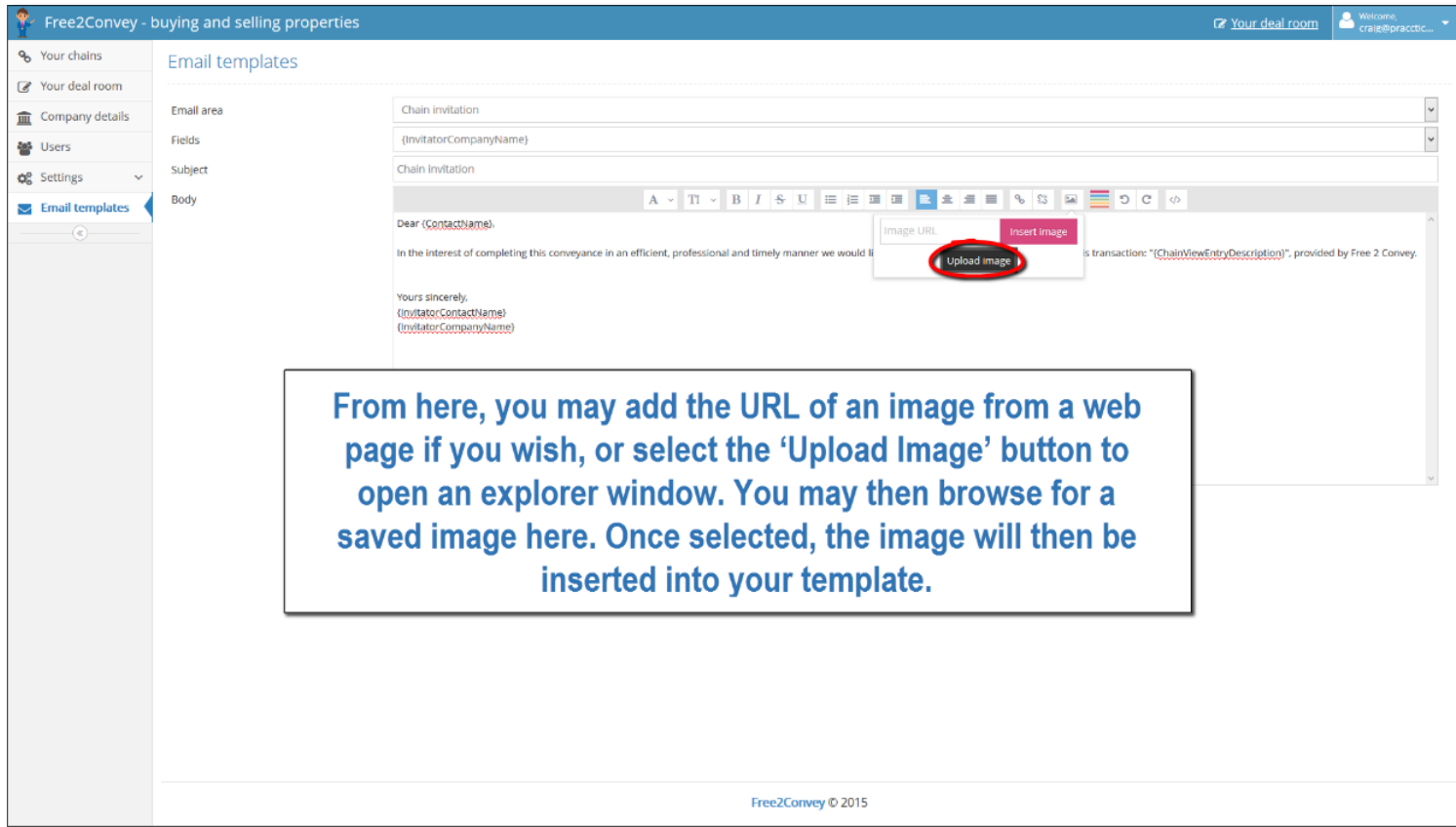
To add a merge field, move your mouse cursor to the place in the email that you want the merge field to appear, then select the field from the drop-down list.

A close-up of the toolbar in the email editor. The image icon is circled, and a callout box explains its function.

You may also add images to the email templates by selecting this icon.

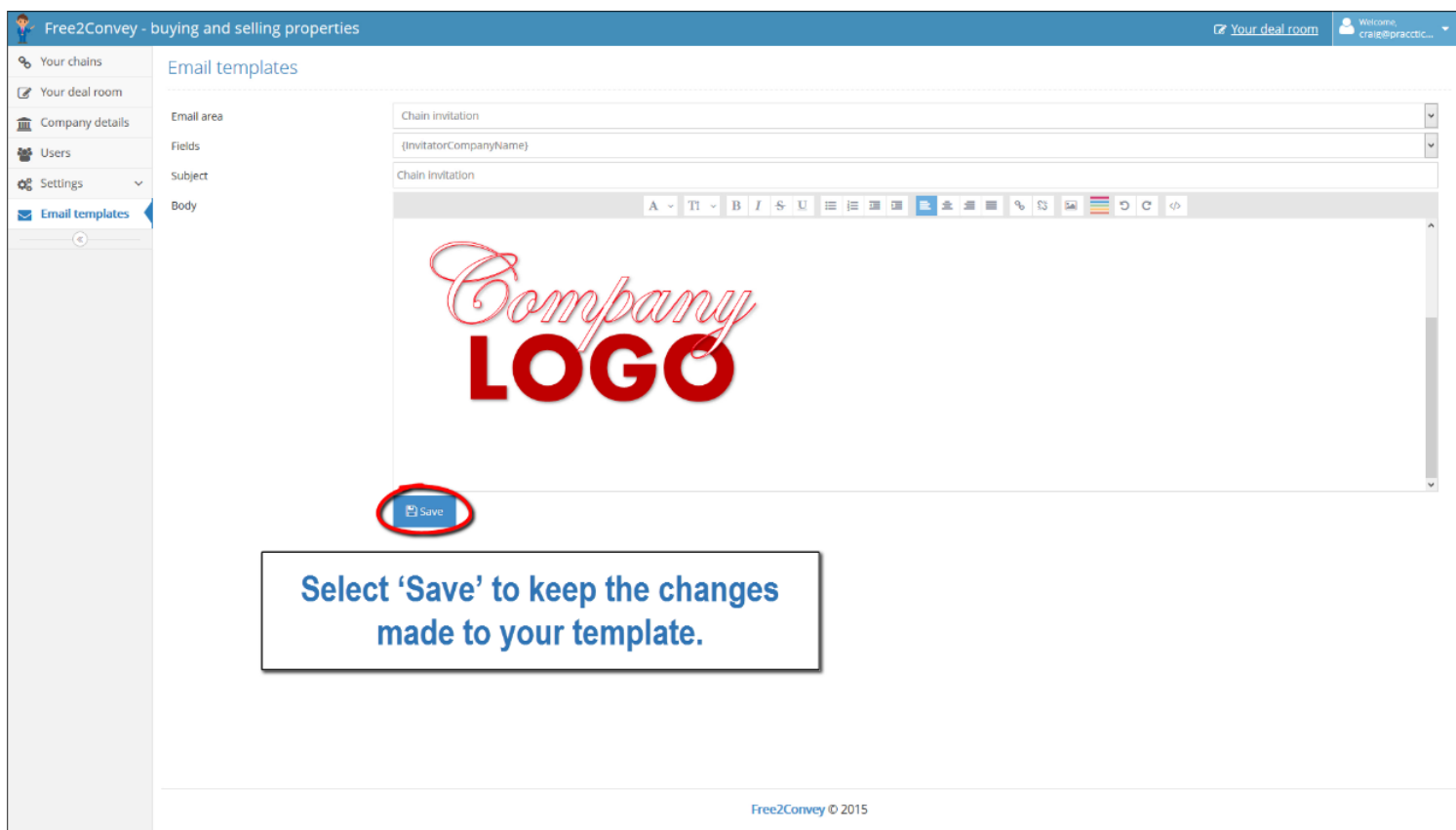


Enter your notes here



The screenshot shows the 'Email templates' editor in the Free2Convey system. The 'Body' section contains a rich text editor with a toolbar. The 'Upload image' button is circled in red. A text box is overlaid on the editor.

From here, you may add the URL of an image from a web page if you wish, or select the 'Upload Image' button to open an explorer window. You may then browse for a saved image here. Once selected, the image will then be inserted into your template.



The screenshot shows the 'Email templates' editor with a large red 'Company LOGO' placeholder in the body. The 'Save' button is circled in red. A text box is overlaid on the editor.

Select 'Save' to keep the changes made to your template.

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