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WorldClient Email Templates

The WorldClient (MDaemon's web-based email client) Email Templates feature is used to create pre-written common messages, or regularly used blocks of text to insert into messages. There are many uses for email templates, for example, if you frequently use email drafts for commonly sent responses, or commonly used sets of instructions.

Creating an Email Template

1. If you're using the WorldClient theme, click on the **gear icon** at the upper right-hand corner, then click on **Options** in the drop-down menu. If you're using the LookOut theme, click **Options** and then **Email Templates**.

2. Type a title for your template and a description. These are for your own reference. If the title and description fields have already pre-populated with the title and description of an already-existing template, then click **New Email Template**.

3. Enter the text that you wish to insert into a message when you use this template and Click **Add**. Your template will now be listed. [Figure 1-1]
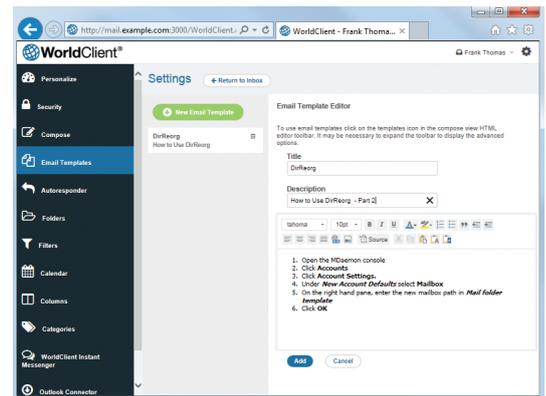

Figure 1-1

Editing an Email Template

1. Click on the name of the template under the **Email Templates** column.

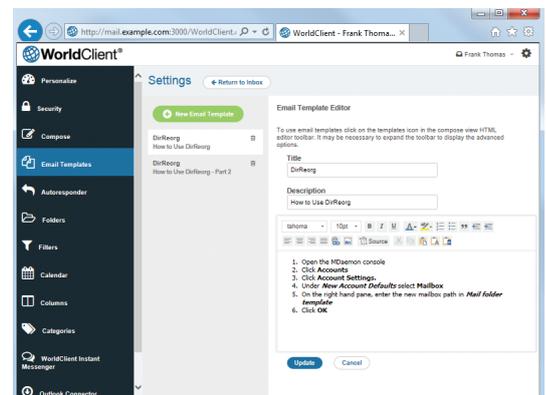2. Make any desired changes and click **Update**. [Figure 1-2]

Using an Email Template

1. Click on **New** to open the **Compose** or **Advanced Compose** window.

2. Fill in the **To** and **Subject** fields.

3. In the text area of the compose window, place the curser where you wish to insert the Email Template's text.

4. Click on the **Templates** icon on the toolbar above the text area of the message. If you do not see the Templates button then you may need to click the down arrow on the right side of the toolbar in order to see more tools.

5. Click on the desired email template to add the template text to the message where your cursor is located. If you wish to replace all the text in your message with the contents of the Email Template, click the box labeled **Replace actual contents**. Your email message will now be populated with the contents of the template. [Figure 1-3]
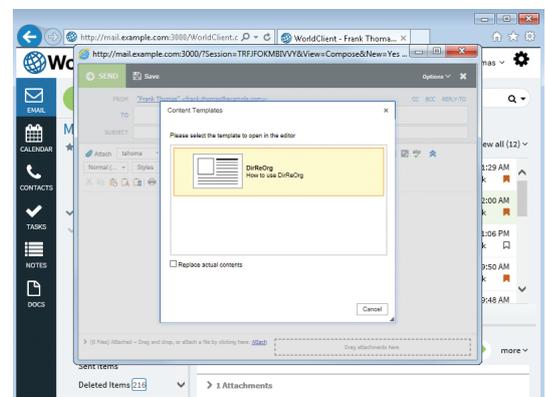

Figure 1-2

Figure 1-3

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