

How to Add Email Template

1. Open an Invoice screen, **Sales | Invoices menu**.
 2. Click the **Email | Email Templates button** to open the Email Template screen. If the customer have existing templates, it will open these records. In this case, click the **New button**.
 3. Select the **Customer** whom the new template will belong to.
 4. Check the **Default check box** button if this template will be used every time you send an Email Invoice to this customer.
 5. Enter in the **Email Sender** field the email address that you want the customer to see on the email sender.
 6. Assign the Invoice logo by clicking the **Add Photo** hyperlink and selecting the logo.
 7. Enter in the **Email Header** field the texts that will be displayed on the header of the email.
 8. Enter in the **Email Footer** field the texts that will be displayed on the footer of the email.
- Here is a sample Email Template.

Email Template - 0001005095

NewSaveSearchDeleteUndoClose

Details








Customer:ABC Reseller


Default: ☒

Email Sender:Invoice@irely.com

Email Header

Arial









B*I*U^A_A







This is a sample Email header.

Email Footer

Arial

B*I*U^A_A

This is a sample Email footer.

 Edited

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Related Topics

- [How to Email Invoice](#)
- [How to Batch Email Reports](#)

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Email Template


New Save Search Delete Undo Close

Customer: 0001005007 Default: ☒

Email Sender: Invoice@irely.com

Email Header

Tahoma **B** *I* U ^A _A A ab [List Icons] >>

 This is a sample Email Header

Email Footer

Tahoma **B** *I* U ^A _A A ab [List Icons]

This is a sample Email Footer

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