

Legend Manage Event Emails



Preview

The preview opens in a second window. Thus, the back button does not work. Click on the window or tab with the list of events.

The salutation is not displayed in the preview. It is “Dear Mr. <surname>,” or “Dear Ms. <surname>,”.



Edit

You can only edit unsent emails.



Copy

A copy of the email is created. The fields occasion, content, and email speaker, as well as the recipient's settings, are copied.



Send

The event email is sent immediately. Afterward, you will not be able to edit the email.