

Legend Manage 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 will be created. The subject, the content, 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.



Delete

The email is deleted without a prompt.