smarter drafter PRO
by tensis

# Email Settings

## Help Guide

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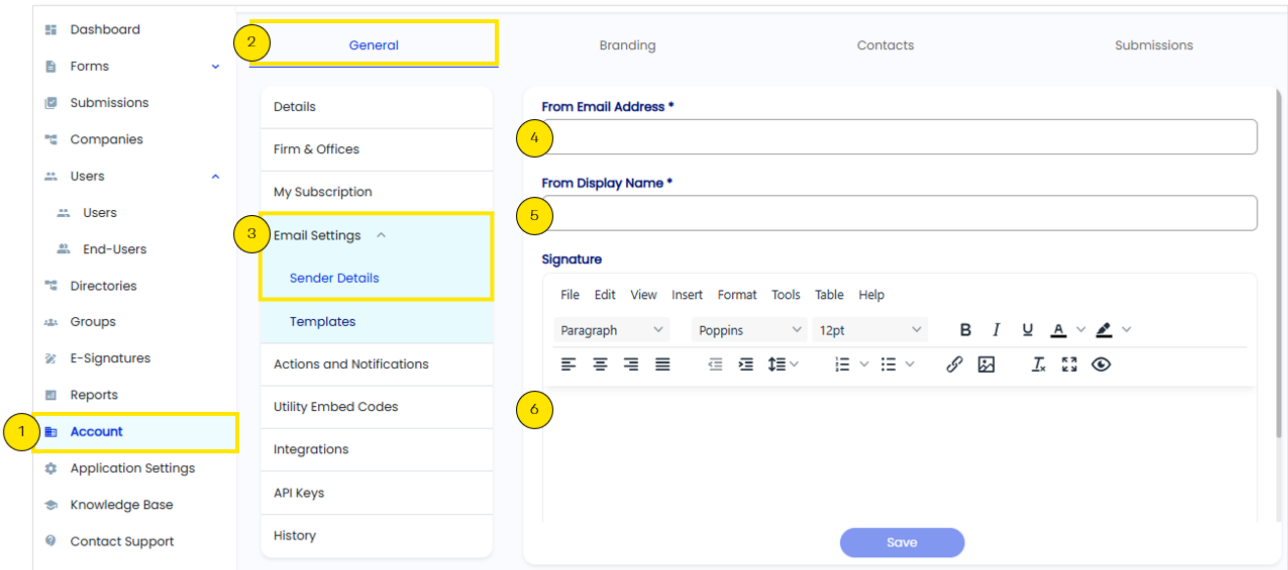
# 1. Open the Email Settings

## 1.1 Edit Email Settings

To modify the emails that are sent through Smarter Drafter:

1. Click **Account** in the navigation menu.
2. Click the **General** tab.
3. Open the **Email Settings** menu and click **Sender Details**.
4. In this space, you can set the **From Email Address** – this email will appear as the sender's email address when an email is received from Smarter Drafter.
5. The **From Display Name** field allows you to add a name that will appear as the sender of an email that comes from Smarter Drafter.
6. You can add a **Signature** to the email, and format it with the formatting tools.



## 1.2 Review the Template

Now that you have set up the email, it's time to review the templates:

1. Click **Templates**. All of the email templates that are in use will populate the list.
2. To edit any of the email templates, click the pencil shaped edit button. This will open the editor.
3. To send a preview, click the arrow shaped send button, and the email will be sent to the address recorded in your Account details.