

# Create and Edit Email Templates

Use this page when creating a new email template or editing an existing email template from **Configuration > Email Templates**.

The form screenshots below are separated by block where the application exposes separate sections. Complete the required values, review routing or destination references, and save the record.

## Add and edit form

## Information

Name:

Type:

Active:

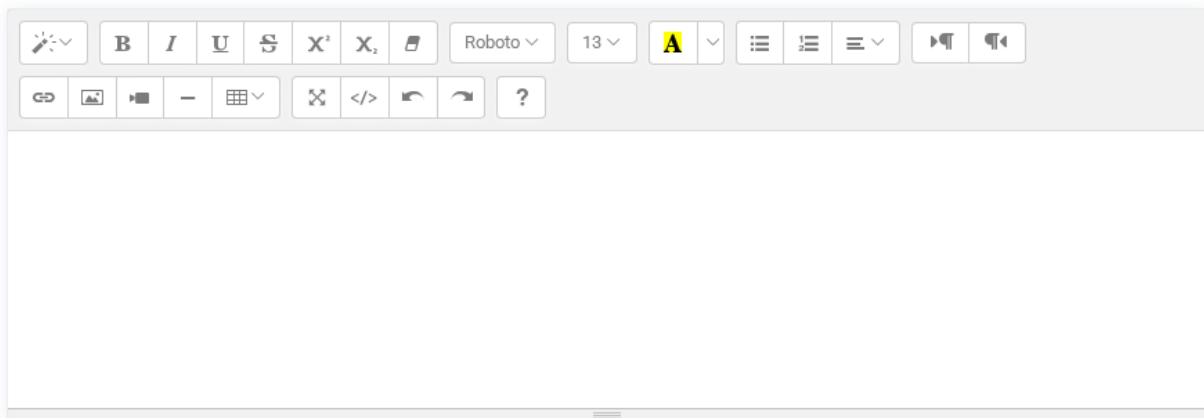
Language:

Sender Name:

Sender Email:

Subject:

Email template:



A rich text editor toolbar with various icons for text formatting (bold, italic, underline, strikethrough, subscript, superscript, text color, background color), font selection (Roboto), font size (13), and alignment. Below the toolbar is a large empty text area for editing the email template content.

Allow attachment

Email Templates add/edit form.

# Main fields

Field	Description
Name:	Display name used in lists and references.
Type:	Mode selector that changes the behavior of the object.
Active:	Object setting shown by the form.
Language:	Language or voice selection used for prompts, transcription, or speech synthesis.
Sender Name:	Display name used in lists and references.

Field	Description
Sender Email:	Email address used for notifications, delivery, or mailbox access.
Subject:	Object setting shown by the form.
Email template:	Email address used for notifications, delivery, or mailbox access.
Text to display	Object setting shown by the form.
To what URL should this link go?	Object setting shown by the form.
Select from files	File upload or file name used by the object.
Image URL	Object setting shown by the form.
Video URL (YouTube, Google Drive, Vimeo, Vine, Instagram, DailyMotion, Youku, Peertube)	Object setting shown by the form.
allowattachment	Object setting shown by the form.

# Saving and deleting

Task	How to do it
Create	Select the new action from the Email Templates list, fill the required fields, and select Save.
Edit	Open the existing email template, update the needed fields, and select Save.
Delete	Before deleting a email template, check call-flow, destination, schedule, report, provisioning, or integration references. Use the row delete action or the form delete action when available, then confirm.

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