

# General Email Notes

Friday, October 26, 2018 3:30 PM

- When creating an email--there is only 1 template you will ever need to select. It is **Campaign Marketing 1**
- You will drag and drop widgets into the email builder screen to build your email. The widgets will automatically pad themselves and come in styled appropriately to look professional when coming across the screens of your customers.
- When configuring any of the widgets, a flyout will appear after dragging the widget into the builder portion of the screen. That flyout menu is how you configure the widget. After configuring to your liking, press "Apply" and the email builder will automatically save your changes.
- Each widget allows you the opportunity to add a background shadow behind it. This is a styling feature you can take advantage of--to separate sections or call out certain parts of your email. However, it is not necessary if not desired. After you select the background Color Shadow box, hit apply and this will open up your ability to choose a color for the shadow.

**Color Shadow:**



**Choose Color:**

--Choose Colour--