Editing and Sending an Email from a Template

1. Log in to GiveCampus [here](#)

2. Click Email on left side of your screen

3. Click select your email template – upper left under School Email Templates

![Grinnell College Logo]

4. Add a greeting and signature and edit if you would like to add your own message/voice by clicking in the original message on the left side of the screen in the desired location and type additions and/or edits.

5. Scroll down to Recipients and click select all

![Grinnell College Logo]
6. Look over email in preview box

*The default nickname is always Tay in the preview (Taylor for first name).

7. Click Send Test to Me if you would like to see what it will look like. Otherwise, Click Send Email when you are ready to send

8. Please let me know if you have questions or if I can help you navigate this process in GiveCampus.