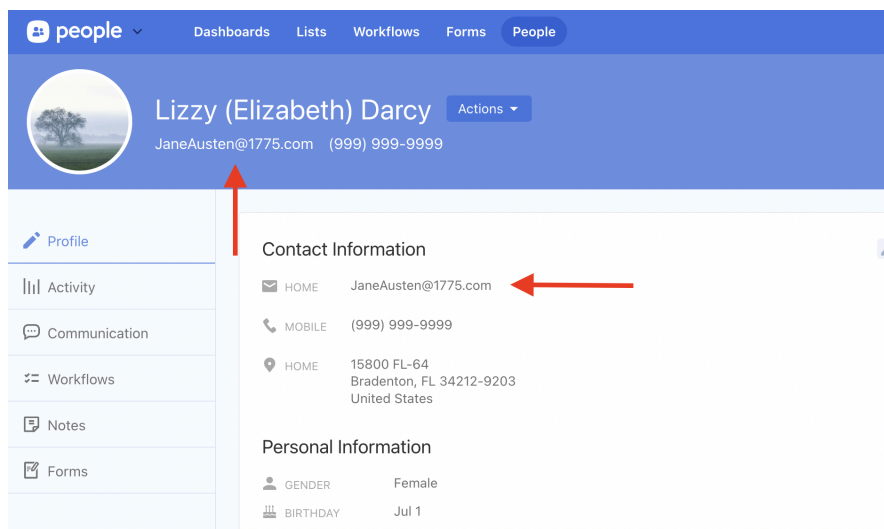


# Using Email Templates

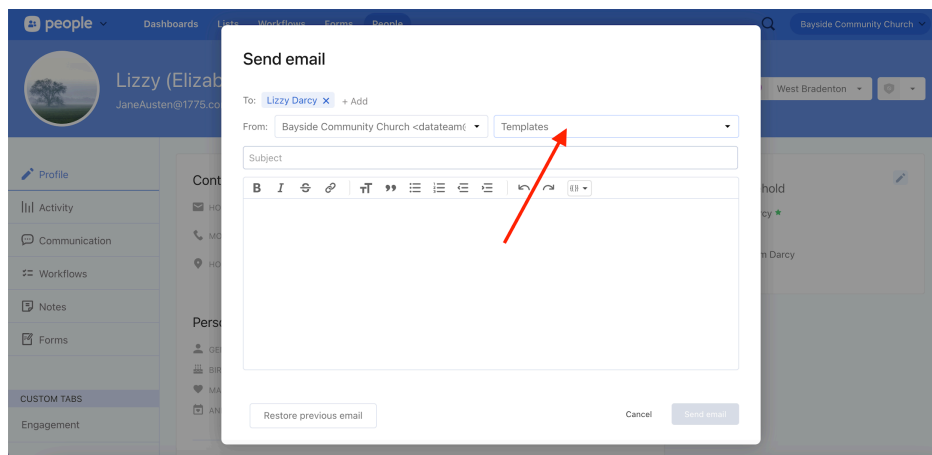
You can send e-mails from templates in 2 ways:

## From a Person's Profile

1) From a member profile page, select the email you wish to send to. Choose the e-mail from the top of the screen or from the Contact Information Section.



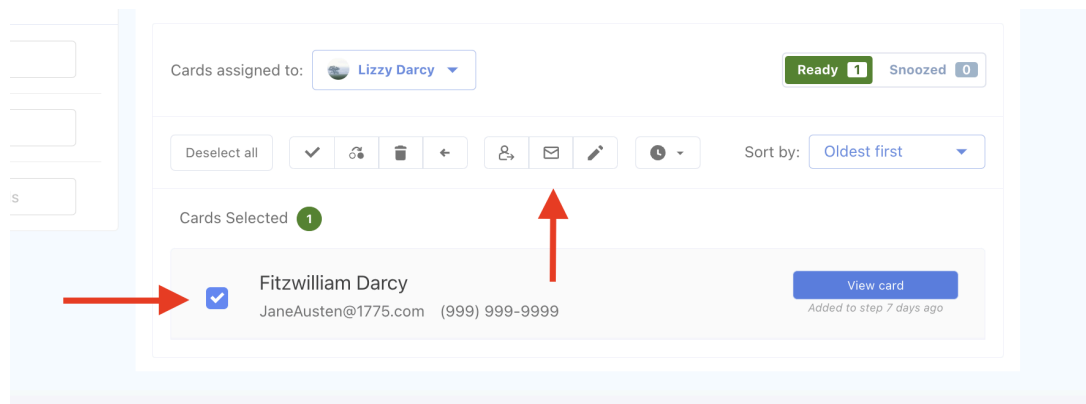
2) Once the email dialog box opens, select a template from the dropdown menu on the right.



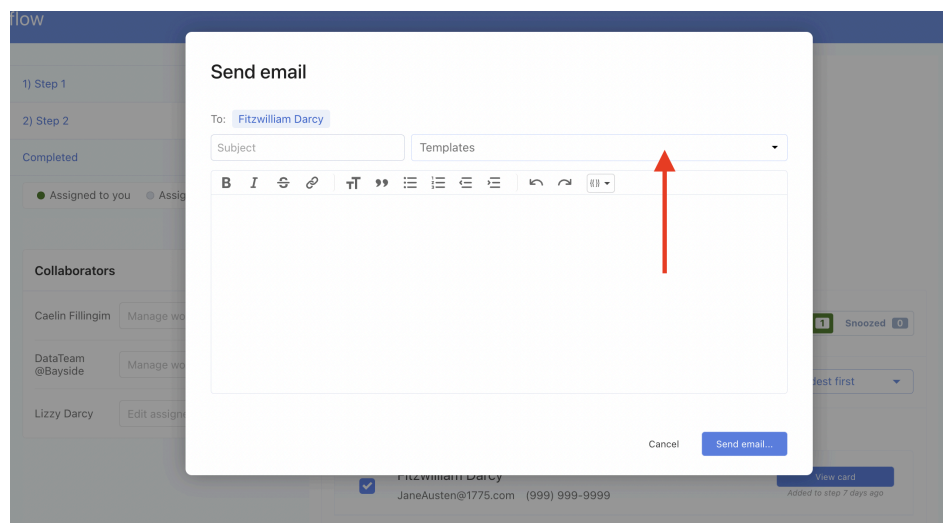
## From a Workflow

*If you send an email from the workflow page, the email will save as a note on the workflow card.*

1) To send from a template in a workflow, back out of the workflow card and select the member's name from the list of cards. Hovering over the profile image/initials will reveal a checkbox. Next, click the envelope icon from the action bar.



2) An email dialog box will appear with a template dropdown on the right.



3) If you click back into the workflow card, the email you sent will appear in the card history.

