## Creating an eNewsletter Template

Market: Federal/State/Local, House, Senate

**Description:** These instructions teach users how to create an eNewsletter template.

## Create an eNewsletter Template

1. Navigate to Outreach > New > eNewsletter template.



 Select from the options provided: Saved Templates, Basic Templates or Recently Sent. The best practice is to select Saved Templates (if available) as that is the list of templates that have been formatted and saved for the Office. Otherwise, select Basic Templates to create a brandnew template. Click Select.

Saved Templates	Basic Templates	Recently Sent
Saved Templates		Select Cancel
Templates you've built and saved for later use.		

**3.** Create the template.



- a. Click Preview to preview content via email or print.
- b. Click **Save** to save the information.
- c. Click **Template Properties** for view the attributes for the template. Contact your IQ Consultant for further details on this page.