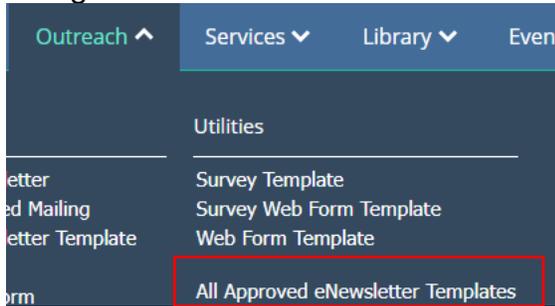


Modifying an eNewsletter Template

Market: Federal/State/Local, House, Senate

Description: These instructions teach users how to select an eNewsletter template, make modifications, and approve these modifications.

1. Navigate to **Outreach > Utilities > All Approved eNewsletter Templates.**



2. Select the appropriate template from the list available.
3. Modify the template accordingly. Click **Save**
4. Depending on permissions of the user, click Request Approval or Approved.
Option 1: Requesting Approval. Complete the fields below using the accounts and approver name of your office staff. The approver will receive an alert to approve the template.

A screenshot of a 'Request Approval' form. It contains three main sections: 'Status' with a dropdown menu set to 'Request Approval' and a text field containing 'Brian Meredith'; 'Subject' with a text field containing 'Please review for approval'; and 'From' with a dropdown menu set to '"Congressman John Quorum"<iq.training@t...'. The form has a light beige background and rounded corners.

- Option 2: Approving the template Click **Approve.**

A screenshot of an 'Approve' form. It contains two main sections: 'Name' with a text field containing 'Newsletter Template I'; and 'Status' with a dropdown menu set to 'Approved'. The form has a light beige background and rounded corners.

5. Click **Save.**

