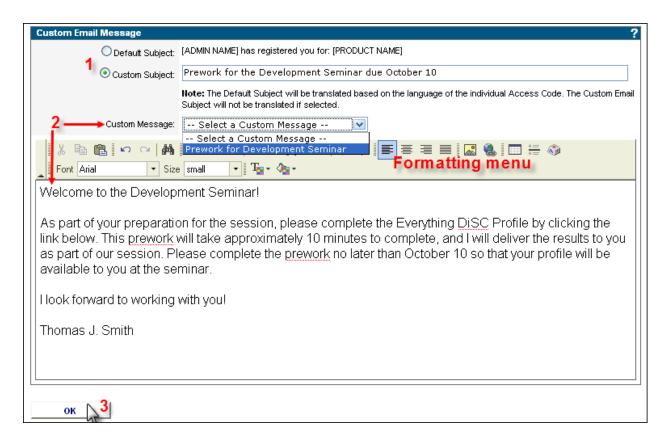# Add a Custom Email Message

If you choose to include a custom email message or change the subject line when assigning access codes, the **Custom Email Message** section will appear.

Note: The sample screen below is in HTML format rather than plain text. If your personal account information in EPIC is set to plain text, the beige **formatting menu** will not be included in your Custom Email Message section.

Take the following steps to create a custom message:

1. Determine whether to use the default subject line or to write a custom subject line.
2. Choose a message that you have already created and saved in your Custom Message Library* or type your **custom message** in the space provided.
3. Once you have completed your message, click the **OK** button at the bottom of the dialogue window.

Your custom message will appear in the space below the subject line in the default message. (See the sample default message.)

Note:

Your screen will not have the Select Custom Message field if you have not started a Custom Message Library before assigning codes.

Click on **Help** in the EPIC navigation menu and select **Maintaining Your Personal Options**for instructions.