

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.

The screenshot shows a dialog box titled "Custom Email Message" with a question mark icon in the top right corner. It features two radio buttons for subject line selection: "Default Subject: [ADMIN NAME] has registered you for: [PRODUCT NAME]" (unselected) and "Custom Subject: Prework for the Development Seminar due October 10" (selected). A red "1" is next to the Custom Subject option. Below this is a "Note" about translation. A "Custom Message:" dropdown menu is set to "-- Select a Custom Message --", with a red "2" and arrow pointing to it. Below the dropdown is a "Formatting menu" with various icons. The main text area contains a sample message: "Welcome to the Development Seminar! As part of your preparation for the session, please complete the Everything DiSC Profile by clicking the link below. This prework will take approximately 10 minutes to complete, and I will deliver the results to you as part of our session. Please complete the prework no later than October 10 so that your profile will be available to you at the seminar. I look forward to working with you! Thomas J. Smith". At the bottom, an "OK" button is highlighted with a red "3" and a mouse cursor.

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.