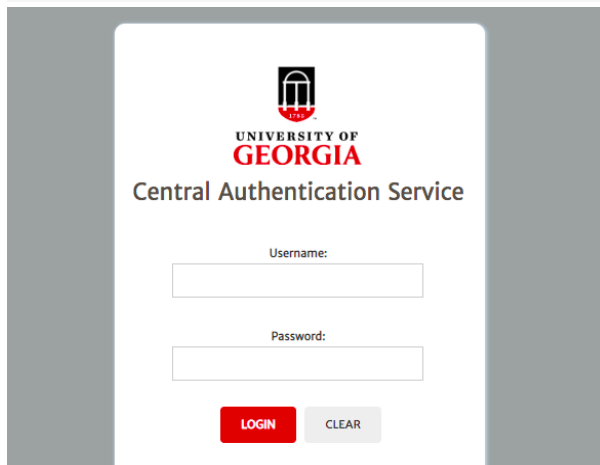
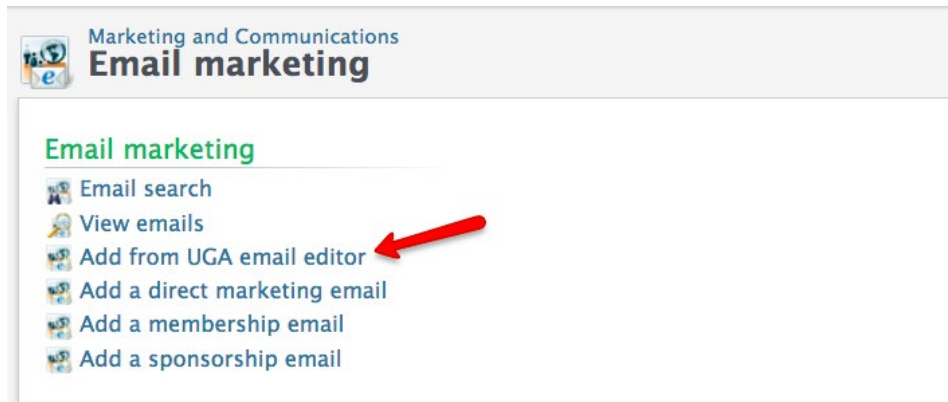


## How to Create an Email in BEE

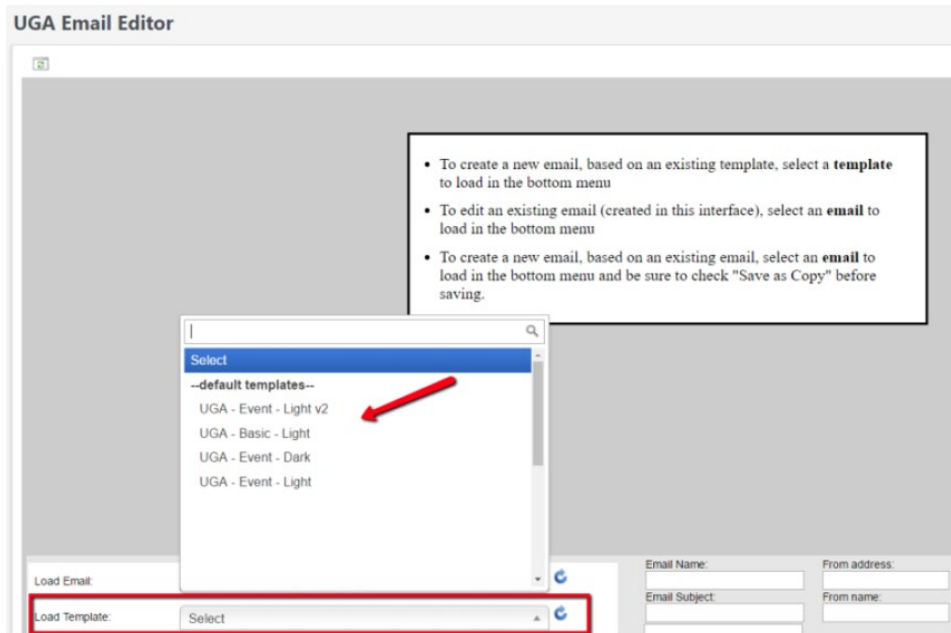
**Step 1.** Navigate to the *Marketing and Communications* functional area and click **Email Marketing**.



**Step 2.** Click **Add from UGA Email Editor** and sign-in to CAS using your UGA myid.

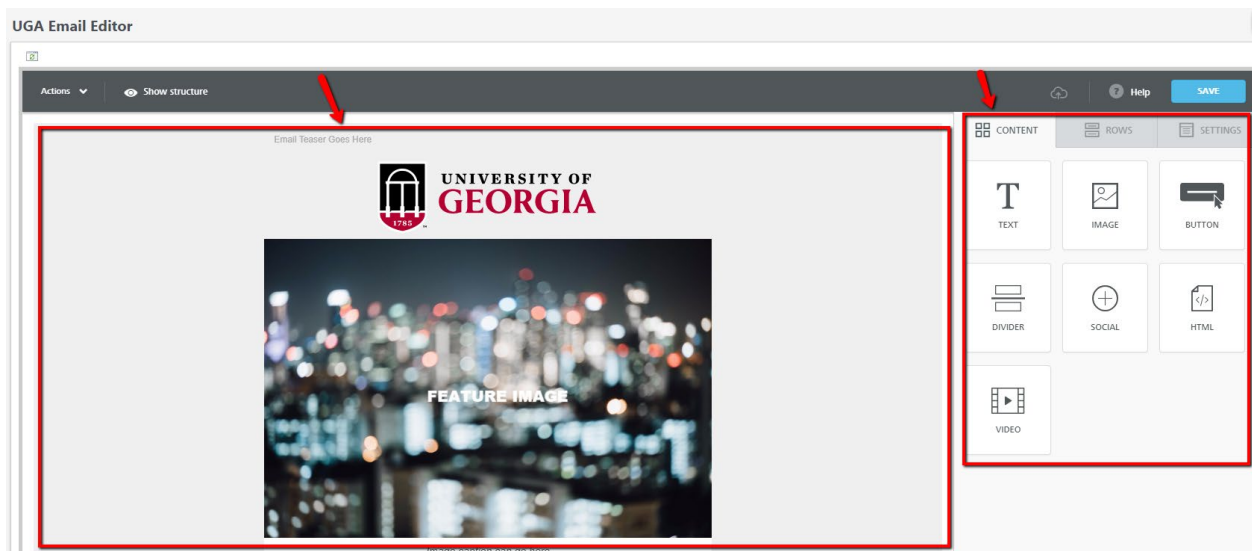


**Step 3.** Click on the *Load Template* drop down menu to select one of the default templates.

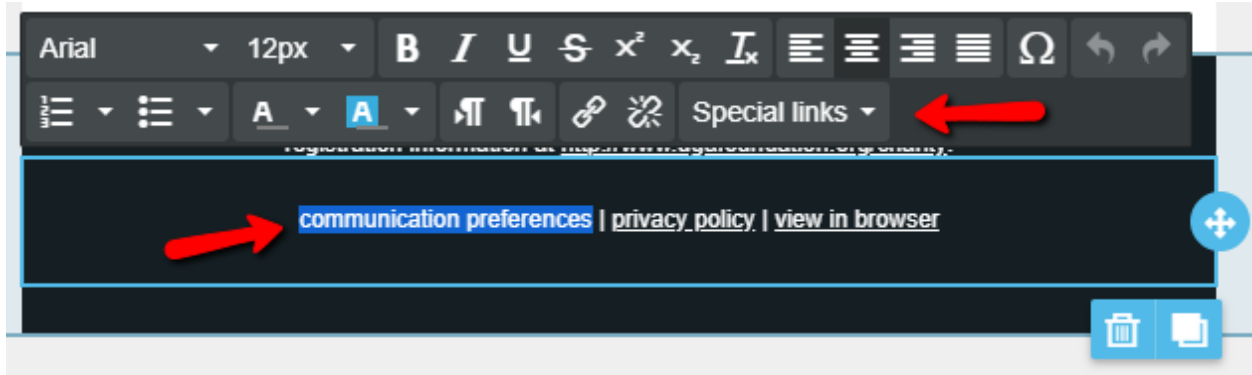


**Step 4.** Click into the content blocks provided in the template to customize your email.

**Important Note:** If you need assistance with adding/removing email content or making any stylistic changes, please email [askit@uga.edu](mailto:askit@uga.edu).



**Step 5.** At the bottom of your email template, click into the content block that houses the privacy policy and highlight the words *Communication Preferences*. Click on the *Special Links* tab and choose the communication preference specific to your school/college/unit.



**Email Name:** Your email name is for internal purposes only. You will always begin your email name with your naming convention.

**Email Subject:** This is the subject line that the recipient of the email will see in their inbox.

**From Address:** This is the email address that the recipient of the email will see in their inbox.

**From Name:** This is the sender name that the recipient of the email will see in their inbox.

**Reply Address:** The reply address will be what the email recipient sends to when they reply back to your email. This email address should be one that is actively monitored.

**Send Failures To:** You will always send failed emails to **records@uga.edu**.

Email Name: TCOB - 2018 Fall Newsletter	From address: terry@uga.edu	Reply address: lkwest@uga.edu
Email Subject: Check out what's happening	From name: UGA Terry College of	Send failures to: records@uga.edu

Click the blue **Save** button when you are finished.

