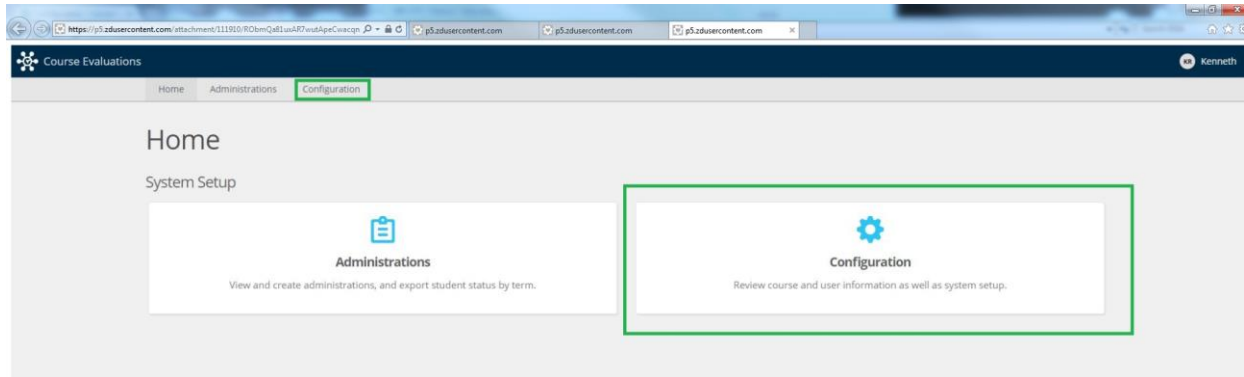
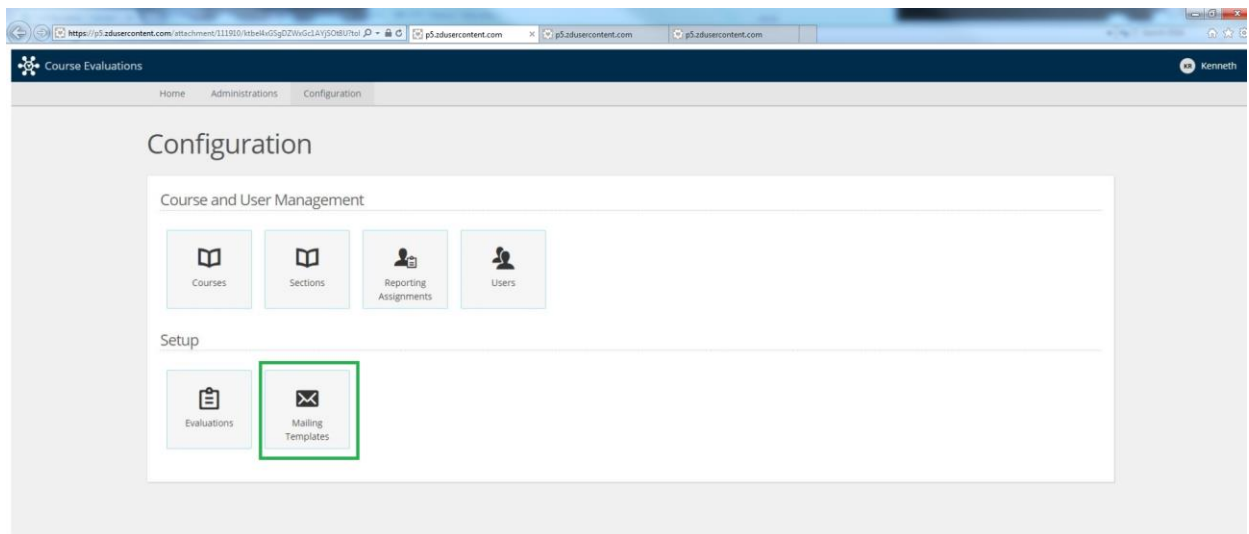


Select Configurations after logging in to the system



Select Mailing Templates



Select Create Mailing Template to add a new mailing template. New templates will appear in the drop down box within the mailings.

The screenshot shows the 'Mailing Templates' page in a web application. The page has a navigation bar with 'Home', 'Administrations', and 'Configuration'. The main heading is 'Mailing Templates'. In the top right corner, there is a button labeled 'Create Mailing Template' which is highlighted with a green box. Below the heading, there is a search bar and a 'Show 10 entries' dropdown. The main content is a table with the following columns: Template Name, Message From Name, Created By, and Actions. The table contains 10 rows of data, each representing a mailing template. The 'Actions' column for each row contains 'Edit' and 'Delete' links. At the bottom of the table, there is a pagination control showing 'Showing 1 to 10 of 43 entries' and 'First Previous 1 2 3 4 5 Next Last'.

Template Name	Message From Name	Created By	Actions
HCBE 2-Students Open Notice	Hutzenga College	janedunc	Edit Delete
CAHSS Faculty Eval Notice	College of Arts, Humanities, and Social Sciences	schatzej	Edit Delete
CAHSS Faculty Report Notice	College of Arts, Humanities, and Social Sciences	schatzej	Edit Delete
CAHSS Student Course Evaluation Mailing	College of Arts, Humanities, and Social Sciences	schatzej	Edit Delete
CAHSS Student Reminder	College of Arts, Humanities, and Social Sciences	schatzej	Edit Delete
CEC (1) - Fall 2016 Faculty Course Evaluation Object Selection Form Notice	College of Engineering and Computing	samadeo	Edit Delete
CEC (2) - Fall 2016 Student Course Eval Available Reminder	College of Engineering and Computing	samadeo	Edit Delete
CEC (3) - Fall 2016 Faculty Course Eval Available Reminder	College of Engineering and Computing	samadeo	Edit Delete
CEC (4) - Fall 2016 Eval Closing Reminder to Students w instructions	College of Engineering and Computing	samadeo	Edit Delete
CEC (5) - Fall 2016 Faculty Course Eval Final Reporting Results Available	College of Engineering and Computing	samadeo	Edit Delete