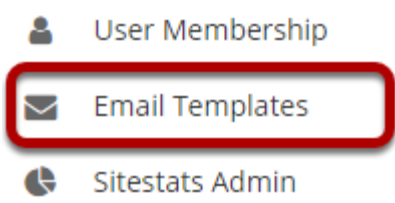



How do I edit an email template?

Go to the Email Templates tool.



Select the **Email Templates** tool from the Administration Workspace Tool Menu.

Select the Edit link for the template you would like to modify.


EMAIL TEMPLATES

[Link](#)
[? Help](#)

New template

template key	locale	edit
acknowledge.passwordReset	default	edit
polls.notifyDeletedOption	default	edit
polls.notifyDeletedOption	zh_CN	edit
polls.notifydeletedOption1	default	edit
profile2.connectionConfirm	default	edit

Edit the template as needed.

Edit acknowledge.passwordReset (default) email template

Edit the suggested text for the email template. Please note when sending the email the key values will be substituted with actual values. You may use these values in your email template.

`${localSakaiName}` - the local title of the Course Management System (e.g., Sakai, CamTools, CTools)
`${localSakaiURL}` - the URL of the Course Management System
`${localSupportMail}` - the email address for the Course Management System support
`${currentUserEmail}` - current user's email address
`${currentUserFirstName}` - current user's first name
`${currentUserLastName}` - current user's last name
`${currentUserDisplayName}` - current user's display name
`${currentUserDisplayId}` - current user's user id

Edit acknowledge.passwordReset (default) email template

Edit the suggested text for the email template. Please note when sending the email the key values will be substituted with actual values. You may use these values in your email template.

0 `${localSakaiName}` - the local title of the Course Management System (e.g., Sakai, CamTools, CTools)
`${localSakaiURL}` - the URL of the Course Management System
`${localSupportMail}` - the email address for the Course Management System support
`${currentUserEmail}` - current user's email address
`${currentUserFirstName}` - current user's first name
`${currentUserLastName}` - current user's last name
`${currentUserDisplayName}` - current user's display name
`${currentUserDisplayId}` - current user's user id

Subject:	<code>\${localSakaiName}</code> : Your password has been changed successfully
From:	
Key:	acknowledge.passwordReset
Locale:	default
Plain Text:	Your password for <code>\${localSakaiName}</code> has been changed successfully. If you did not change your password, please contact <code>\${emailSupport}</code> .
HTML Text:	

SAVE CHANGES

1. Edit the email template as needed.
2. Click the **Save Changes** button to save your modifications.

Note: The following values may be substituted for real values in the system:

`${localSakaiName}` - the local title of the Course Management System (e.g., CamTools, CTools)

`${currentUserEmail}` - current user's email address

`${currentUserFirstName}` - current user's first name

`${currentUserLastName}` - current user's last name

`${currentUserDisplayName}` - current user's display name

`${currentUserDisplayId}` - current user's user id