Using an Organization Logo for Branding Email Templates

Last Modified on 10/02/2024 1:48 pm EDT

Overview

Administrators can use the organization logo for branding email templates.

Customer Administrators no longer have to do email template configuration work for sent emails to be branded.
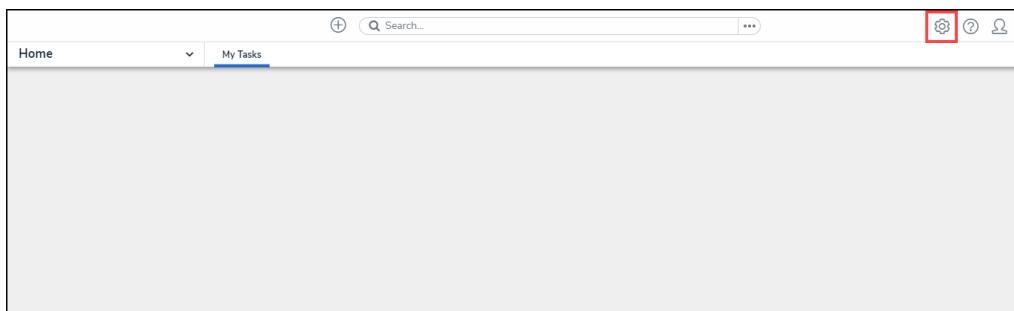
User Account Requirements

The user must have Administrator permissions in order to access the *Admin: Email Template* screen.

Related Information/Setup

Please see the Adding an Organization Logo article for more information on how to add an organization logo.

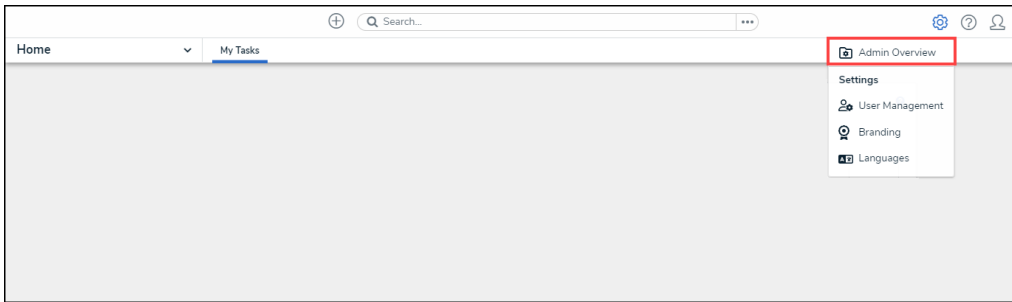## Navigation

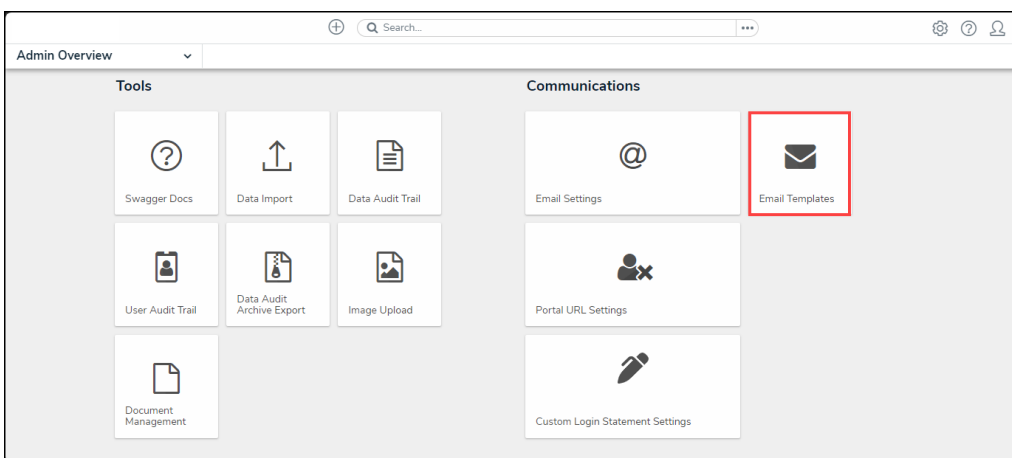1. From the *Home* screen, select the **Administration** Icon.

Administration Icon

2. From the **Administration Settings** menu, click the **Admin Overview** link.
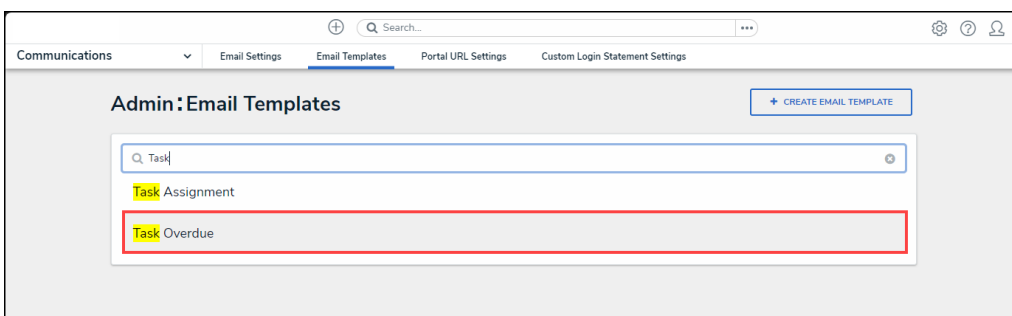
Admin Overview Link

3. From the **Admin: Overview** screen click the **Email Templates** tile under the **Communications** section.

Email Templates Tile

4. Click on an **Email Template** link.

Email Template Link

Using an Organization Logo for Branding Email Template

1. From the **Email Templates: Edit Email Templates** screen, scroll to the **Logo** section.

Logo Section

2. Click the **User organization logo** radio button to use the uploaded organization logo to brand the email template. Please refer to the
[Adding an Organization Logo](#) article for more information on how to add an organization logo.

3. • **Organization Logo is Upload Through Branding Settings:**

   ○ The Organization Logo's URL will be displayed.

   ○ The Organization Logo will appear in the *Preview* section.

   ○ The Organization Logo will appear on the sent email.

Organization Logo is Uploaded Through the Branding Settings

- **Organization Logo is not Uploaded Through Branding Settings:**
  - A primary alert will appear stating No organization logo has been uploaded yet. This email template will start using the organization logo as soon as it is uploaded in the Branding settings.
  - The logo section on the email template will be blank on sent emails.

Organization Logo is not Uploaded Through the Branding Settings