

## Email Template

- Overview
  - Email Events
- Formatting the Email Template
  - Example Output

## Overview

[top](#)

Yellowfin sends a variety of emails based on different events that occur in the system. The Email Template allows an administrator to customise the look and feel of these emails.

## Email Events

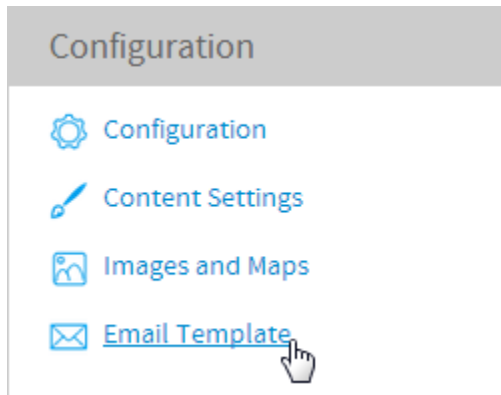
There are a range of events that make use of the Email Template. These include:

- New User
- Change Password
- Broadcast
- Subscription
- Email Content
- Distribution of:
  - Dashboard Tab
  - Report
  - Storyboard

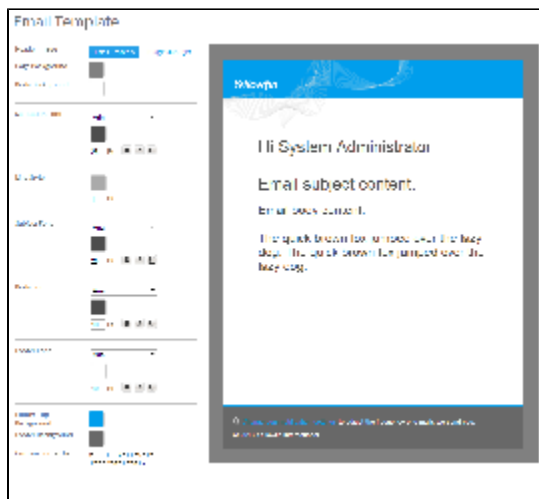
## Formatting the Email Template

[top](#)

An administrator can access the Email Template page by navigating to **Administration > Admin Console > Email Template**.



From here all of the text and image options used in the template can be manipulated, with a live preview panel on the right of the screen.



Example Output



[top](#)