

Subject Line (50 characters or less)

(Type Subject Line Here)

Sending Name (Used in combination with the sending email address. Default is Utah State University.)

(Type Sending Name Here)

Sending Email (This email will be what the user sees in their inbox. EX. Utah State University <john.smith@usu.edu>. Email address must be an @usu.edu address.)

(Type Sending Email Here)

Reply-to Email (If a user clicks reply, this is the email address it will go to. Can be different from "From" email address.)

(Type Reply-to Email Here)

Approved by Name and Title (This will appear in the footer of the email. Typically the department head or Dean.)

****ALL ADDITIONAL CONTENT NEEDED FOR BUILDING YOUR EMAIL SHOULD BE ADDED TO THIS BOX FOLDER. EMAIL BODY TEXT, LINKS, PHOTOS, ETC.****