Open 360 I Editing Invitation, Reminder & Thank You System Emails
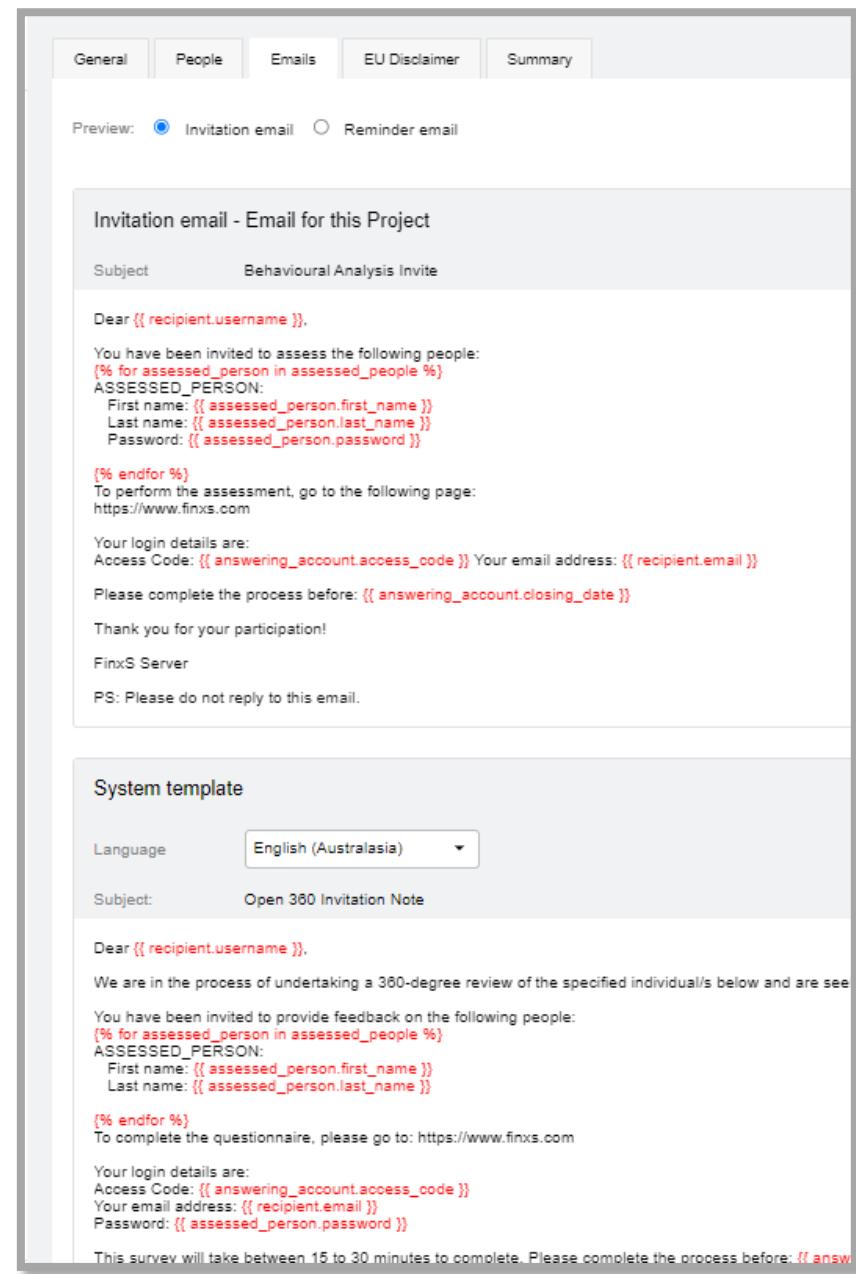
1. Editing Invitation, Reminder & Thank You System Emails

Within the Open 360 Project/Access Code you can edit the invitation, reminder and thank you emails the assessors will receive.

- Go into the relevant Open 360 project and **click on the 'Emails' tab** along the top of the project information. You'll be able to select between 'Preview: Invitation email' or 'Reminder email' directly beneath the tabs.

- **Click "Edit"** on the right of the screen to update the content. The system uses default formatting including font type and size.

- Any text enclosed in brackets is generated from the information contained in the project e.g. {{ recipient.username }} inserts the assessor's first name into the email. So, don't alter these.

- When you have finished editing, **click "Save".**

- Below the editable email is a **copy of the system generated email**. This is the default used if you decide not to edit.