Interactions tab - Emails

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This article is designated for all users.

About

The Emails page allows event organizers to:

- Customize the automated system emails, including "Invite", "Registration complete", "Login email" (in case you are using login link and not user/password), "Notify speaker of session assignment", "Notify moderator of session assignment", "Notify speaker of schedule change", and "Notify moderator of schedule change".
- Search for, create (with AI if you wish!), edit, send, and schedule custom emails for attendees, speakers, and moderators. Custom emails may include event/session reminders, schedule changes, post event feedback, and more.
- View all emails you've sent (including filtering for certain statuses).
- Download a deliverability report for Completed emails.

Access the Emails page

From the Event page, choose Emails from the Interactions tab pull-down menu.

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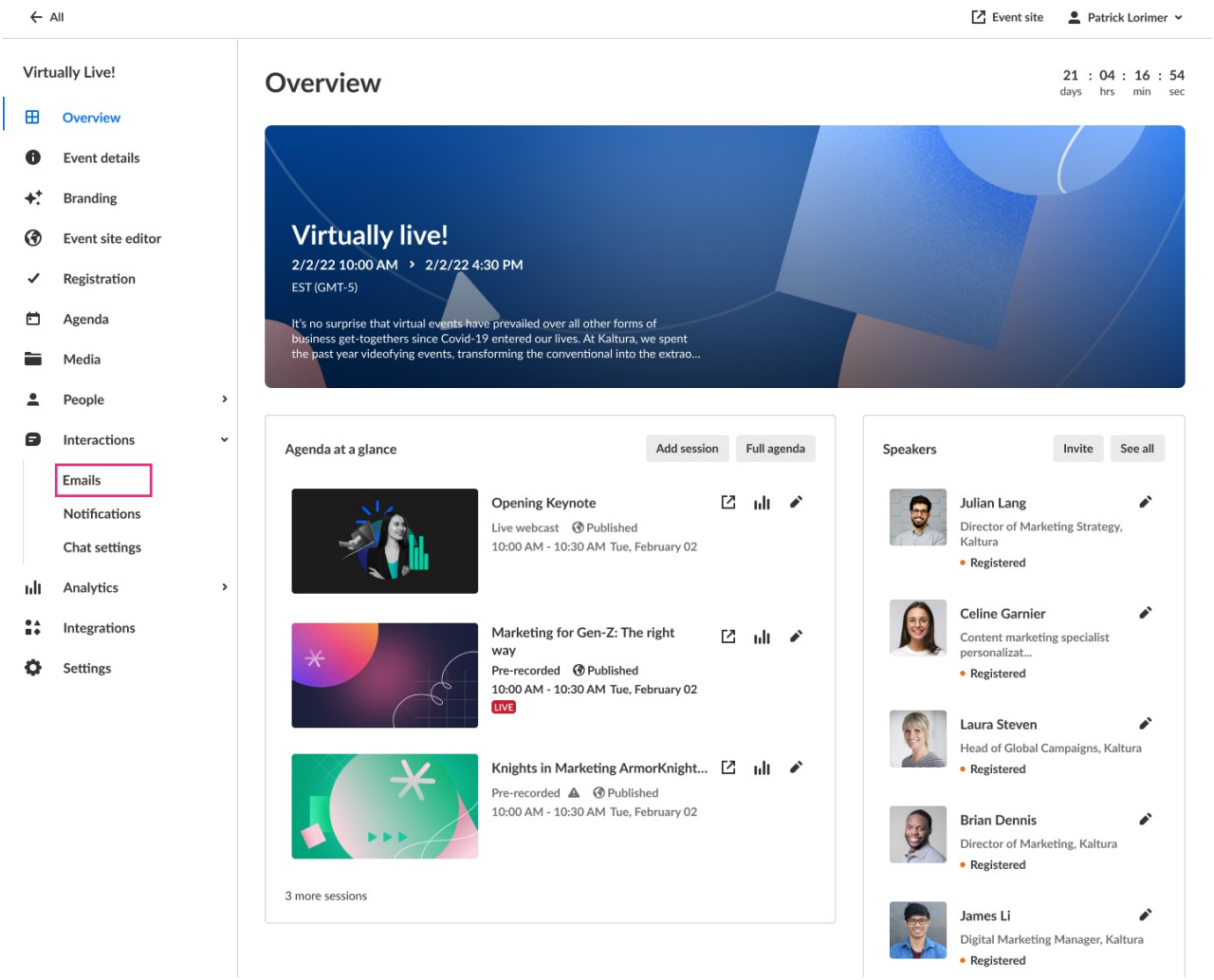

The Emails page displays with the Templates tab displayed by default.

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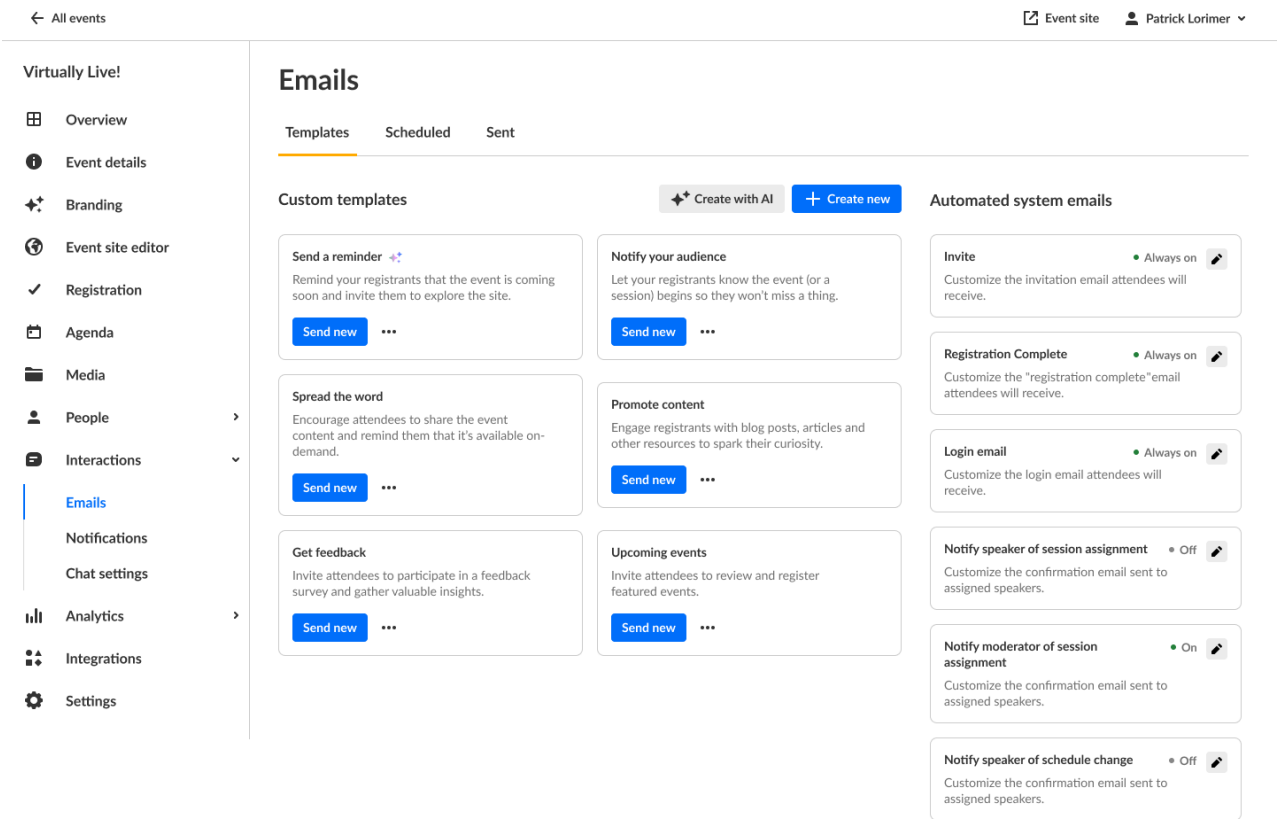

See the following articles for complete information on each tab of the Emails page:

Templates tab

Scheduled tab

Sent tab

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