

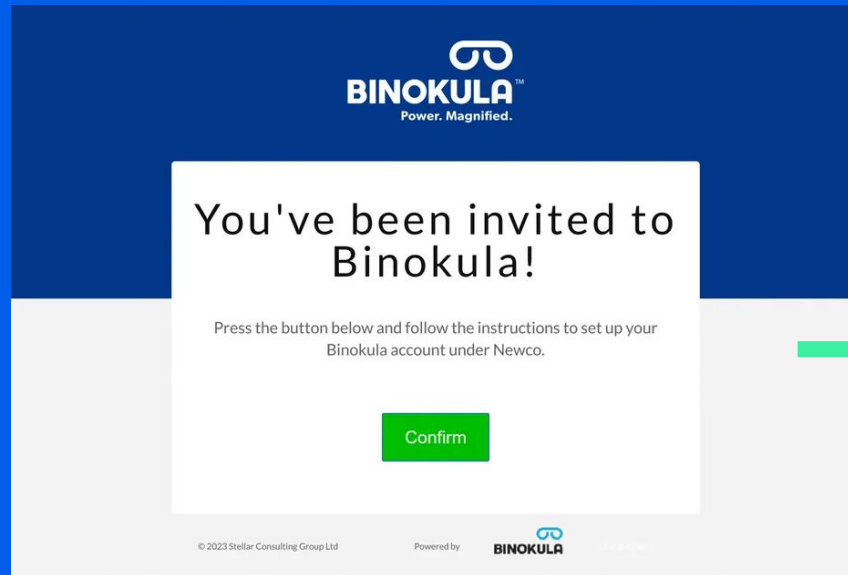
NEW FEATURE: Custom Email Invite

Aug 2023

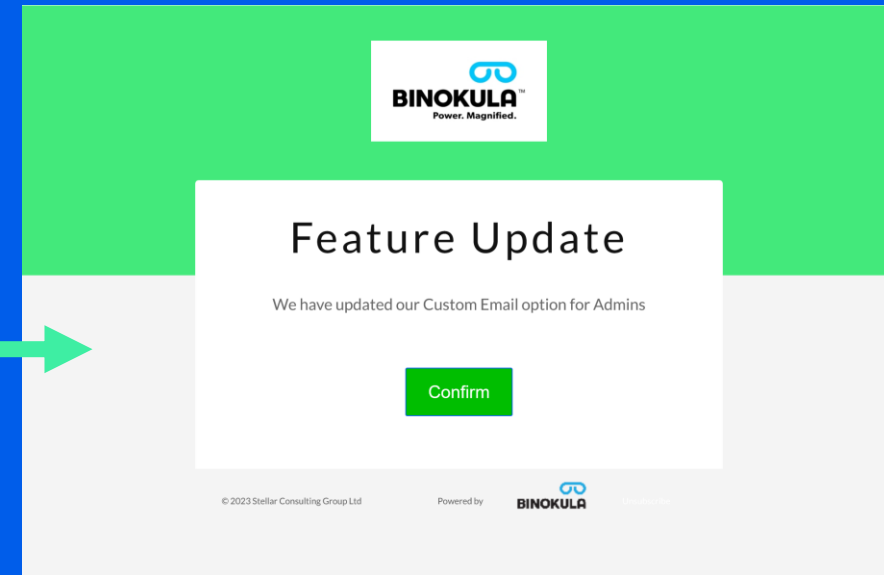
Earlier this year we upgraded the Portal Branding options in the Admin menu to further showcase your company branding to report audiences.

Now we've extended this to include **customising the email invites that get sent to newly invited users...**

- Logo
- Background colour
- Email subject line
- Main header
- Sub text



From text only



Your brand
Your message

UPDATING YOUR EMAIL

1. Accessible in the *Administration* menu under *Portal Settings*
2. Tick *Enable Custom Email*
3. Upload required logo
4. Update email colour
5. Enter text for email subject line, header and body
6. Click **SAVE** button

A preview of your changes as you make them will be shown in a preview on the screen below.

The screenshot displays the 'Portal' administration page, specifically the 'Customize Invite Email' settings. The breadcrumb trail is 'Administration / Portal Settings / Customize Invite Email'. A dark blue sidebar on the left contains navigation icons: a home icon, a list icon, a shield icon, and an arrow icon. The main content area is titled 'Custom Invite Email Settings' and includes the following fields and controls:

- Subject:** A text input field containing the placeholder text 'Subject'.
- Enable Custom Email:** A checkbox that is currently checked.
- Use Binokula logo:** An unchecked checkbox.
- Uploaded Logo Path:** A text input field with a 'Browse...' button and the text 'No file selected.' to its right.
- Email Colour:** A text input field containing 'Colour #2AF4FF'.
- Header:** A text input field containing the placeholder text 'Header'.
- Body:** A larger text input field containing the placeholder text 'Body'.

Below the settings is a green 'Save' button. At the bottom of the page, there is a section titled 'Custom Email Preview' which shows a dark blue header bar and a white body area, representing the visual output of the configured settings.