Modify the Portal Invitation Email

To update the **content** of the **invitation email**:

1. Navigate to the admins profile page via the top right corner of the webpage, where the users username appears. Click the arrow and select "**My Profile**".
2. On the profile page click "**Emails**" on the left menu bar.
3. Click "**Customise Invite Email**" under "**Change the content of emails sent from AuditComply below**".

This page contains the **editable content** for the **email** and to the right of this, a **preview** of how the email will look when it's sent out.

- Clicking the "**Reset Content**" button will put the **email content** back to it's **original default** state.
- Clicking the "**Add Accept Invite Link**" will immediately place this link: "**Accept Invite**", into the area of the email where the cursor had been positioned. This link is, as stated, to **accept the invitation to the portal** and confirm the creation of the user account. It can be added to the email as many times as the user wishes.
- Clicking the **"Add Invitee Name"** will place link: **%(invitee_name)s** into the area of the email where the cursor had been positioned.