This tutorial will teach you how to create a new email template to use in Recruit Studio. Email templates are very useful because you can store as many as you need centrally so that each user can send emails from Recruit Studio with the pre-prepared text. It speeds up emailing and means that you know that your consultants have a unified approach to sending emails.

Adding a new template is very straight forward.

Firstly, log into Recruit Studio as the Admin user. It helps if you have the text for the template prepared in Word beforehand so that you can drop it straight in.

From the Tools menu, go to the Emailer. This opens a completely blank email. If you have already prepared the text in Word, switch to Word and copy the text.

Now switch back to Recruit Studio and either paste the text into the contents box or write the text now. When you are happy with the wording, click the green 'Add' button in the templates section of the ribbon. Enter a name for the template such as 'CV to client' and then click 'Ok'.

When you next go to create an email, the template will be available to all users. Just select it from the templates section of the ribbon and the text will be automatically dropped in.