

**You will learn:**

- *How to create and manage email templates in KWHotel,*

KWHotel allows you to create email templates which combine email content and its attachment. These templates can be used later when creating new types of messages to be sent to your guests.

A manual on how to create new types of email and SMS messages can be found [here](#).

**This manual includes:**

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## 1. How to configure mailbox within KWHotel

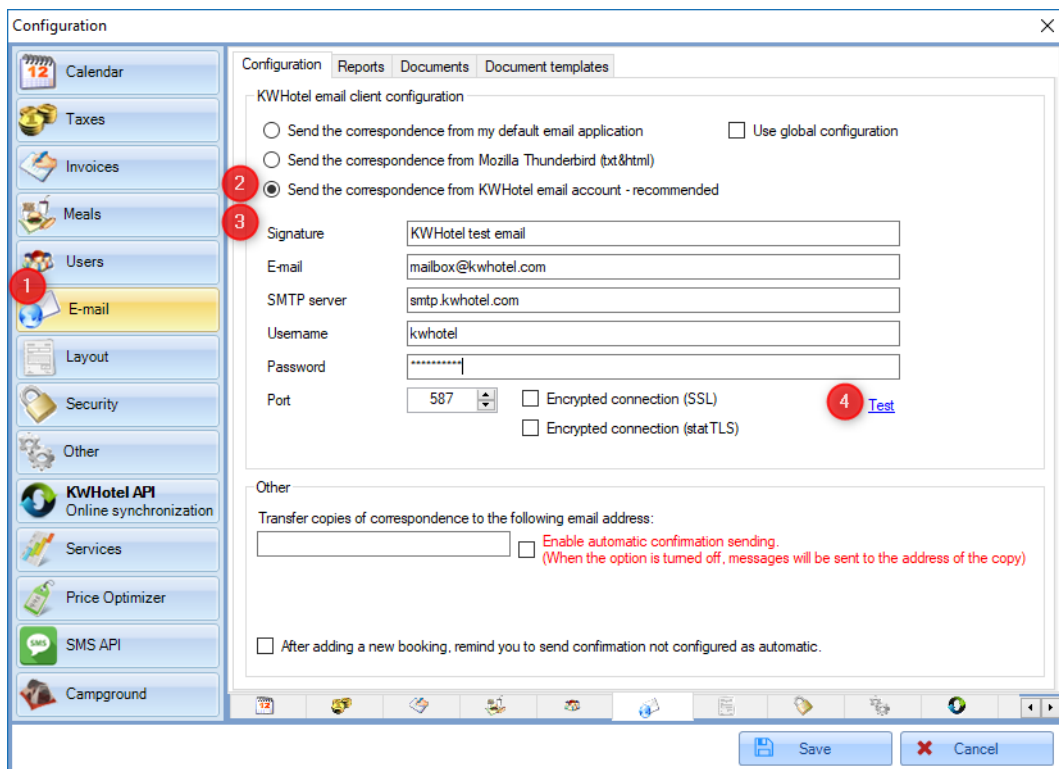
Step by step instruction on how to configure your mailbox:

**Step 1.** Go to **Tools > Configuration > Email > "Configuration" tab.**

**Step 2.** Select "Send the correspondence from KWHotel email account" option.

**Step 3.** Insert your mailbox details. If you are uncertain of the correct configuration for your mailbox, please consult a person who set it up in your hotel.

**Step 4.** Having completed the configuration, click the blue "Test" button. A test message will be dispatched to your email.



## 2. Managing email templates

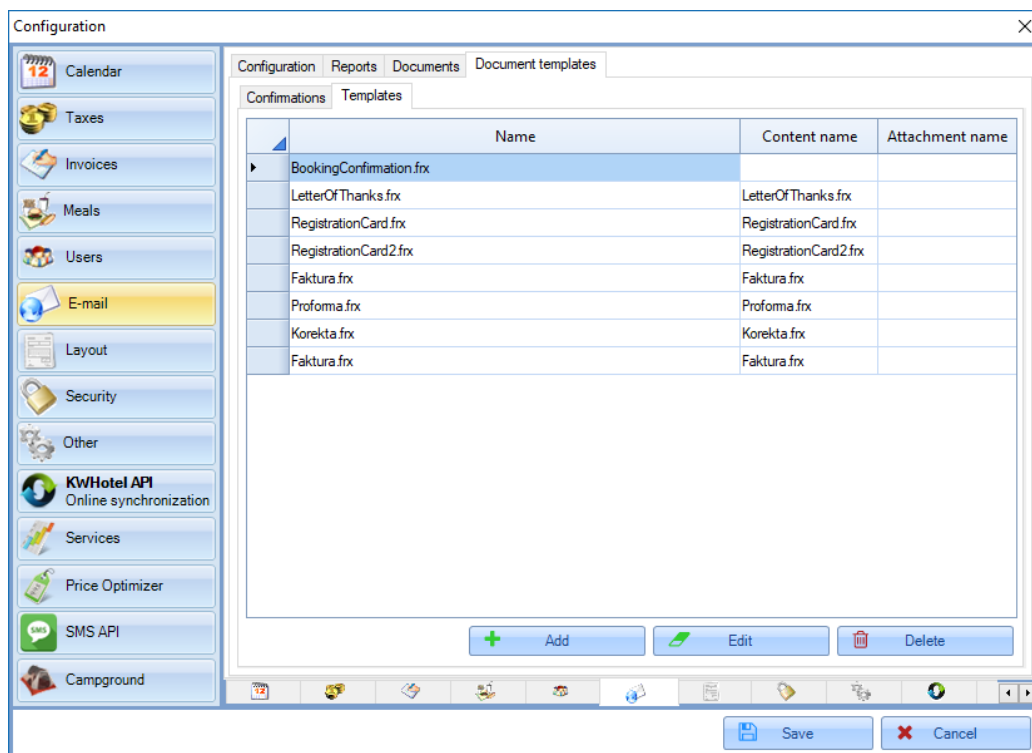
The „Templates“ tab is located in **Tools > Configuration > Email**. It lets you quickly modify your templates (the combination of email content and its attachment).

This window contains the following data:

**Name** - displays a template name.

**Content name** - displays a name of content template, used as an email content.

**Attachment name** - displays a name of attachment template, included as an email attachment.



Pressing the "Add" button will open a template creation window, described in step 8 of [this manual](#) ("Setup of automated email and text message sending" section). KWHotel will not load any template, allowing to create a template from the scratch.

Pressing the "Edit" button will open a template creation window, described in step 8 of [this manual](#) ("Setup of automated email and text message sending" section). KWHotel will load a file assigned to this template.

**Do you have any questions?  
Feel free to contact us!**

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