



The Message Library contains email messages that are delivered from the site to alert a member or administrator about a site activity or to engage the member audience with a custom message or newsletter.

## Message Library Overview



### Default Header & Footer

Set up a default header by uploading a header graphic or logo. Add your contact information to the footer to be “CAN/SPAM” compliant. Access header and footer in the Message Library.



### Site Messages

Site messages are automated and are triggered based on site settings. Welcome emails give members their logins. Notifications alert members or administrators about passwords, new files, or forms that were filled out. Reminders prompt members or administrators to login or add content.



### Custom Emails

Send custom emails to all members or certain member types. Use the classic text editor or the block editor to create your message and select from email templates to get an easy-to-use design.



### Newsletters

Send newsletters to all members or certain member types. Newsletters are made up of text & graphics sections, post sections or catalog sections. Automate them to go out on a regular schedule and have links to posts or catalogs rotated for each newsletter.