

## Make your life easier <sup>[1]</sup>

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If you're encouraging your recipients to click on an email address in your email—to RSVP, for example—consider pre-populating the email content to save time for both you and your recipient. Here's how:

1. Go in to edit your email in “Create & Manage Content.”
2. Select the email address that is being linked.
3. Click the “Insert/Edit Link” icon of the globe and chain link in the tool bar.
4. Edit the text in the “Message Subject” and “Message Body” fields, as needed.
  - **EXAMPLE**
  - Subject: RSVP Coolest CU Event Ever
  - Body: I would like to RSVP for the Coolest CU Event Ever on August 1.
5. Click “OK.”

Isn't that nifty? When recipients click the email address, the email draft that pops up for them will automatically have this content in the subject and body. The recipient doesn't have to spend time typing out what they're emailing about, and you don't have to spend time searching through your emails to find the responses to your email—the subject line will tell you.

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