

# Customize the Reminder Email Template

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V9.x

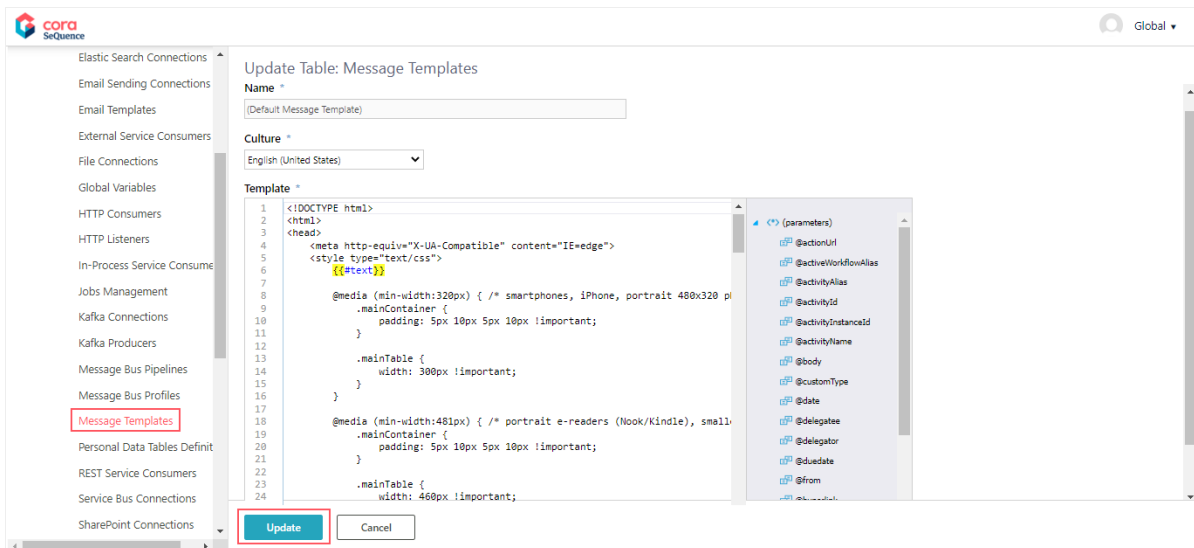
## Overview

You can configure the system to send automatic email reminders to the users at regular set time intervals. The reminder email template is by default hardcoded as Reminder Email Customization in the code. You can customize the template by making changes to the default reminder email template.

As part of customization, you can update the color, font, size, email content and other look and feel parameters in the default reminder email template.

## Procedure

1. In the Administration site, go to **Global Settings>Message Templates**.
2. Edit the **(Default Message Template)**, and make your changes.



The screenshot shows the 'Update Table: Message Templates' interface in the CORA SeQuence Administration site. The 'Name' field is set to '(Default Message Template)' and the 'Culture' is set to 'English (United States)'. The 'Template' field contains HTML and CSS code for an email template. A list of parameters is visible on the right side of the interface.

```
1 <!DOCTYPE html>
2 <html>
3 <head>
4 <meta http-equiv="X-UA-Compatible" content="IE=edge">
5 <style type="text/css">
6 {{#text}}
7
8 @media (min-width:320px) { /* smartphones, iPhone, portrait 480x320 px
9   .mainContainer {
10     padding: 5px 10px 5px 10px !important;
11   }
12
13   .mainTable {
14     width: 300px !important;
15   }
16 }
17
18 @media (min-width:481px) { /* portrait e-readers (Nook/Kindle), small
19   .mainContainer {
20     padding: 5px 10px 5px 10px !important;
21   }
22
23   .mainTable {
24     width: 460px !important;
```

Parameters:

- @actionUrl
- @activeWorkflowAlias
- @activityAlias
- @activityId
- @activityInstanceId
- @activityName
- @body
- @customType
- @date
- @delegatee
- @delegate
- @duedate
- @from

3. Click **Update** to save the changes.