

# Navigate360: Using Rich Text Editor

*Allow users to enhance email messaging*

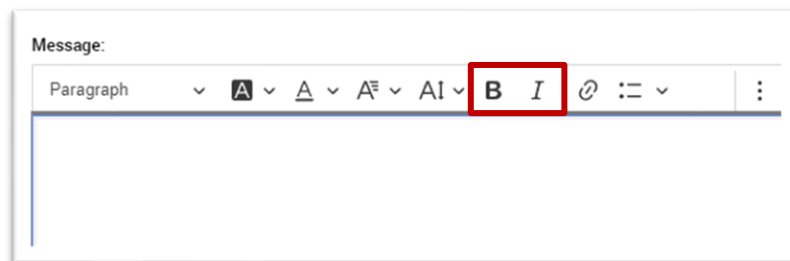
## 1. Compose a new email message

- Rich Text Editor (RTE) is available anywhere that a user is able to compose email messages:
  - Send a message dialog
  - Setting up campaign or event messages
  - Nudges
  - Alert configurations
  - Content templates

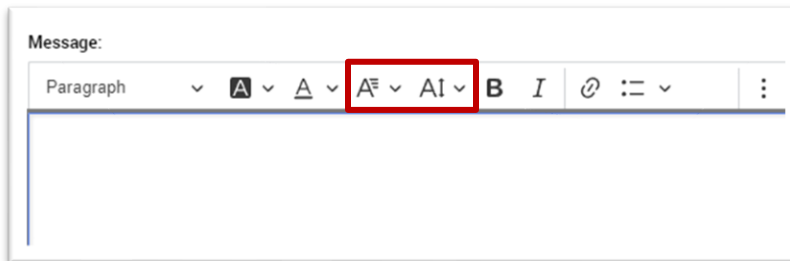
### ○ Features:

#### 1. Text Formatting:

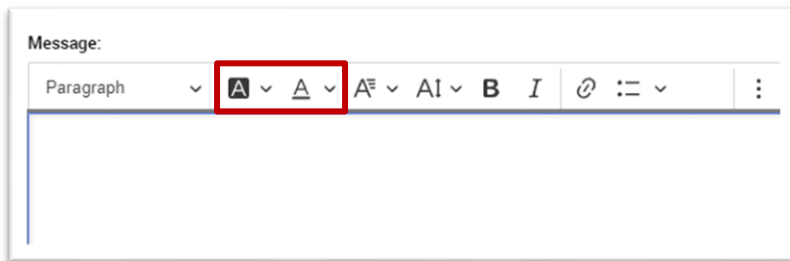
- **Bold and Italic:** emphasize important text



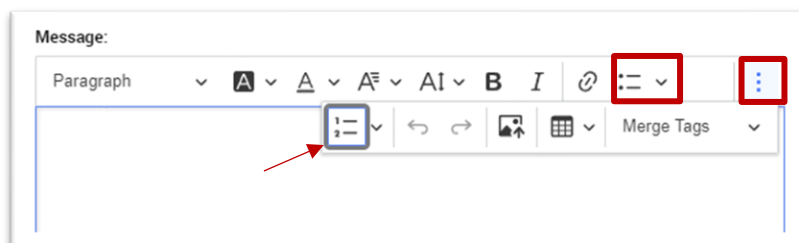
- **Font Size and Style:** variety of fonts and sizes



- **Text Color and Background Color:** add color or highlight your text



- **Paragraph Formatting:** align, indent, and bullet or number lists



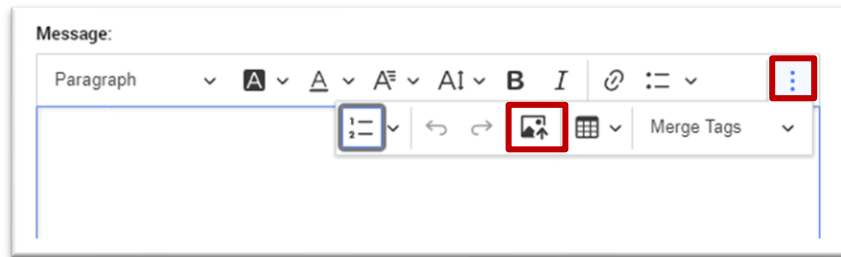
Continue to next page...

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### 2. Insert Media:

- **Images:** upload images directly into your text by uploading from your device

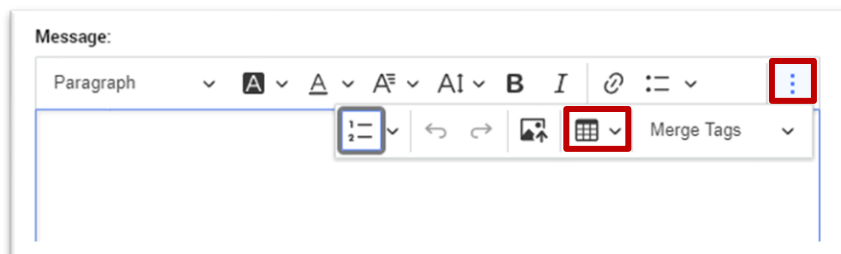


- **Links:** add hyperlinks to your text

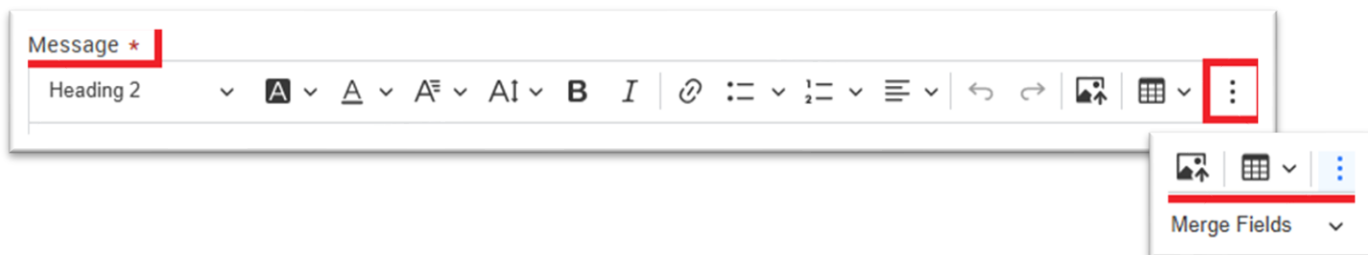


### 3. Tables and Merge Fields:

- Create and customize tables to organize data within the email



- **Merge Fields:** insert fields that are Campaign specific or included in V3 Reporting. These *fields* include [Campaign Scheduling Links](#), [Email Signature](#), [Student Name](#), [Student ID](#), etc.



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Search merge fields

- Campaign Fields**
- Schedule Link
- Email Signature
- Students Report Fields**
- Student Name
- First Name
- Last Name
- Email
- Student ID

- Alternate ID
- Categories (Comma List Format)
- Tags (Comma List Format)
- Majors (Comma List Format)
- Classification
- Assigned Staff (Semicolon List Format)
- Cumulative GPA
- Student Is Active
- Cell Phone
- Home Phone

- Date Of Birth
- Address
- Additional Address
- City
- State
- Zip
- Term Credit Hours
- Term GPA
- Total Credit Hours Earned