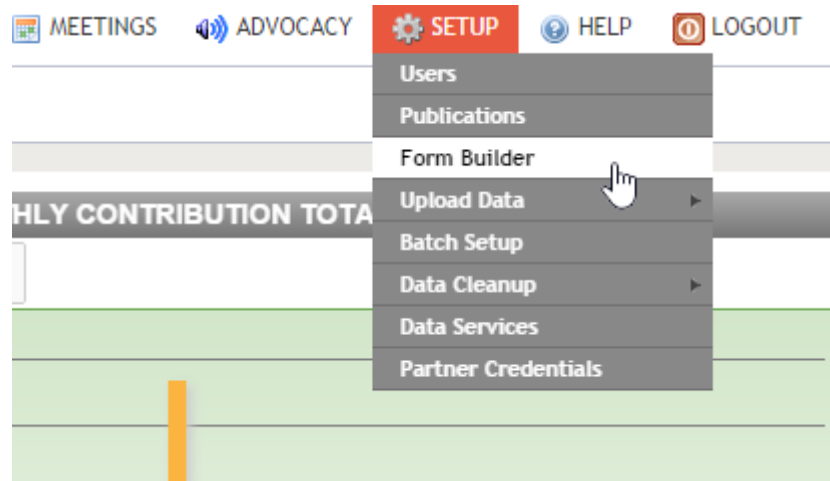


## How to change the Emails from meetings.

In this lesson you will learn where the confirmation emails for meetings live and how to edit them.

**Find the Calendar Form to edit.**



Go to SETUP ->Form Builder.

**Click the edit icon next to the Calendar Form you wish to edit.**

	<a href="#">fbpetition</a>	Signup	Please sign our Petition	9/20/2013 11:29:40 AM
	<a href="#">Gifts</a>	Transaction + Gifts	Get a Premium Gift	1/22/2014 11:45:13 AM
	<a href="#">meeting</a>	Meetings/Events	Calendar of Events	8/12/2014 10:07:25 AM
	<a href="#">meetingfb</a>	Meetings/Events	Calendar of Events	9/20/2013 11:29:40 AM
	<a href="#">multimeeting</a>	Meetings/Events	Meetings	9/20/2013 11:29:40 AM

You may have multiple Calendar Forms so you need to make sure you are editing the correct one.

Click the Email tab at the top.

Forms Properties Calendar Tell-a-friend Contribution Personal Thanks **Email** Contact View

Submit Reset Form

**EMAIL MESSAGE:**

Email FROM address: Our Nonprofit | the Databank demo site <info@thedatabank.com>  
Name" <addr@myorg.org>

CC confirmation email to:

This is where the confirmation emails for meetings live.

Change the info and click Submit!

Submit Reset Form

**EMAIL MESSAGE:**

1 → Email FROM address: Our Nonprofit | the Databank demo site <info@thedatabank.com>  
eg, "Name" <addr@myorg.org>

CC confirmation email to:

BCC confirmation email to: info@thedatabank.com

Send CC/BCC even if no member email address entered

2 → Email Subject: Thank you for testing our online calendar demonstration

Email Body:

Rich text editor toolbar with icons for Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Font Color, Background Color, and HTML toggle.

Thanks for testing our online calendar demonstration. Our Nonprofit is the Databank demo site. If this were a real confirmation message, your organization's customized text would appear here.

For more information about how our nonprofit CRM software, the Databank, could help your organization, please visit [www.thedatabank.com](http://www.thedatabank.com) or call 1-877-603-0296.

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Put your name and email in (1). Enter an email subject (2) and the message body (3) and then click the Submit button (4) and you're done!