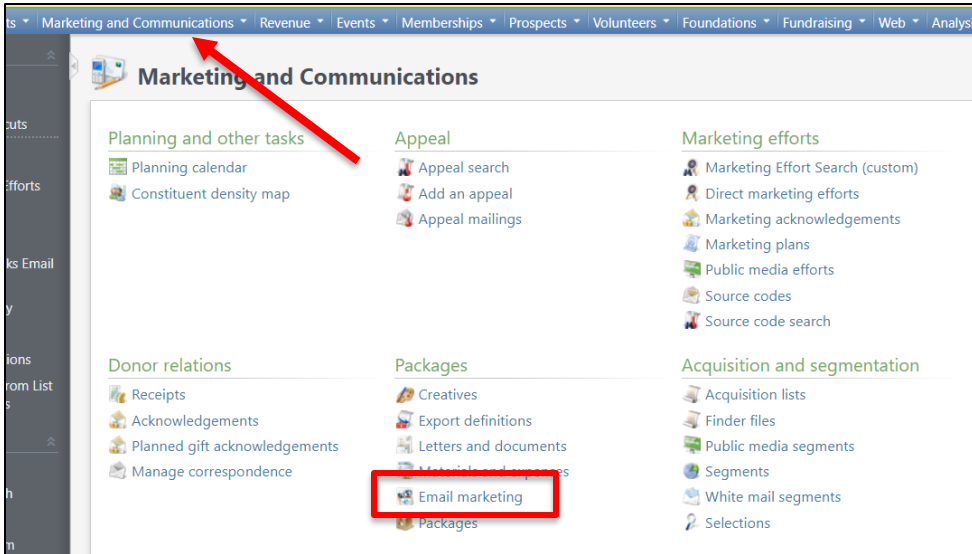
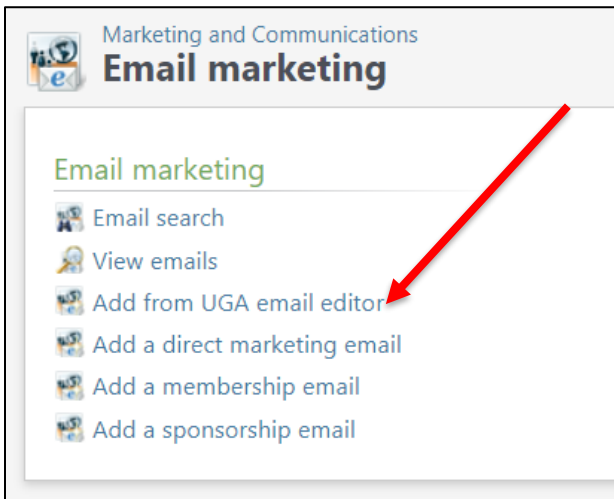


How to Copy an Email in BEE

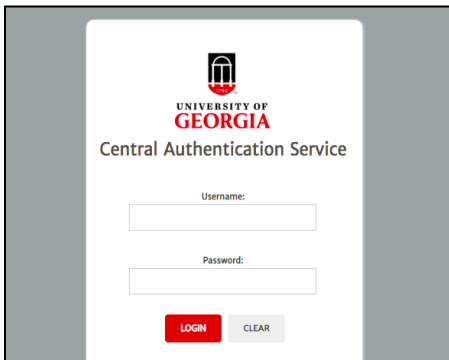
Step 1. From the Marketing & Communications functional area, click Email Marketing.



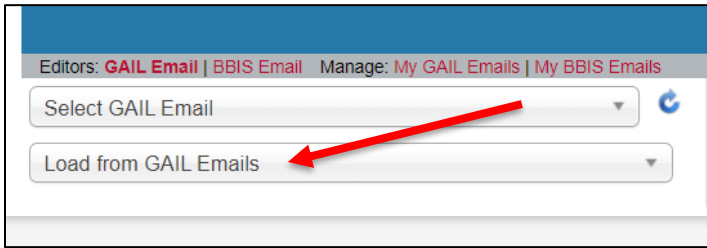
Step 2. Click Add from UGA Email Editor.



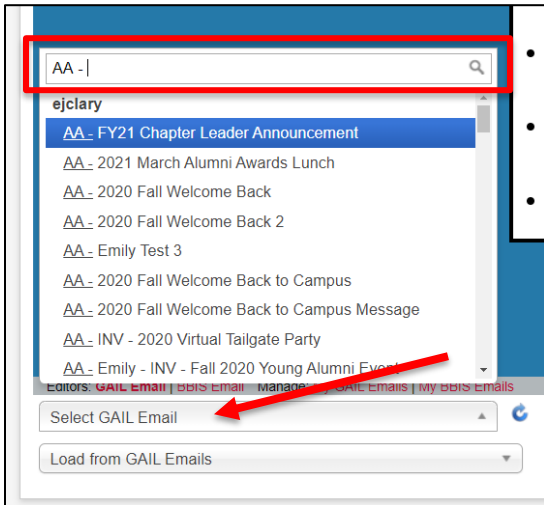
Step 3. Sign-in to CAS using your UGA myid.



Step 4. Select Load from GAIL Emails from the second dropdown box.



Step 5. Search for the name of the email you want to copy in the first dropdown box.



Step 6. Edit the name of the email.

Email Name: AA - 2021 Fall Welcome Back to Campus Messa	From Address: alumni@uga.edu	Reply Address: ejclary@uga.edu
Subject: Welcome back to Athens!	From Name: Emily at UGA	Failure Address: records@uga.edu

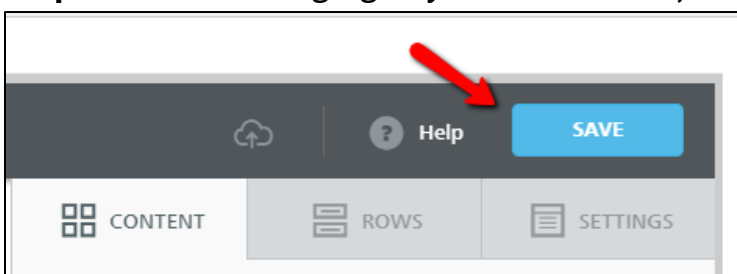
Step 7. Check the box to Save as Copy.

Save as copy

[<view share link>](#)

[<download export>](#)

Step 8. Before changing any of the content, click Save.



After clicking Save, a new email will be created based off your previous email. Now you are free to make changes to the content as normal. Just make sure to continue to Save as you edit.

If you have any questions about this instructional guide or need additional assistance, please contact Client Services at askit@uga.edu.

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