Home -> General Settings

From the "Home" page, select the "Administration" tab and click on "General Settings".
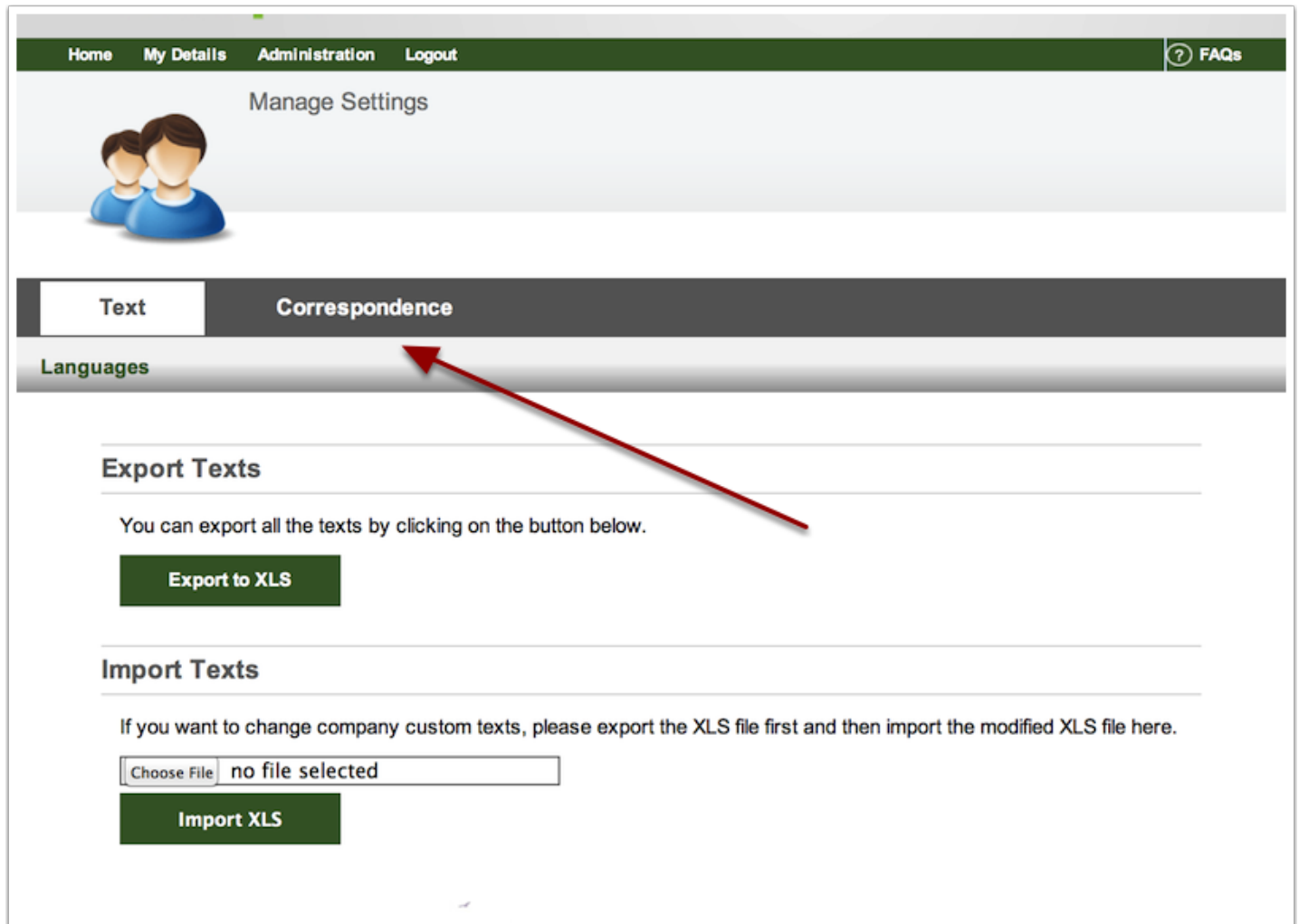
General Settings -> Correspondence

Be sure to select the "Correspondence" tab.

Editing the Welcome Email

After clicking on Correspondense, you will find many different types of email templates. Locate and select the "New User Welcome" template. Doing this will open up your ability to edit the subject of the Welcome Email, the name of the sender, the reply address, and then the body of the email.

On the side you will see Available Variables. These variables are to be used in the email, and would email each user their own specified username and password.

Finally, be sure to save what you have edited.