

# Email Schemes

The look and feel of emails can be customized based on the recipient's primary team. Any number of configurations, called "schemes," can be created and applied to different teams. This allows you to change the way an email looks based on the team that receives it. Customization options include base fonts, colors, hyperlinks, and table appearance.

## Example

Sometimes, you might have end user teams whose companies use a certain branding or style. In these cases, you can customize a team's email scheme to match a company's style.

Please approve this contract before the end of the month.

To approve the contract, click [here](#).

<i>ID:</i>	189
<i>Contract Type:</i>	Non-Disclosure Agreement
<i>Status:</i>	Pending Approval
<i>Contract Title:</i>	Agiloft NDA
<i>Contract Start Date:</i>	Jun 01 2025
<i>Company Name:</i>	Agiloft

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Examples of the same email with two different schemes

# Configuring Email Schemes

Email schemes are created and edited with the Email Schemes wizard. The wizard contains four tabs for customizing the scheme.

To access the Email Schemes wizard:

1. Click the **Setup** gear in the top-right corner and go to **Look and Feel > Email Schemes**.
2. Edit an existing scheme, or click New to create a new scheme.
3. On the Global tab, select another scheme to use as a base, and click Apply. If you don't have any other schemes defined, you can't use this.
4. Choose at least two common base fonts. If a user's browser can't display the first font, it uses the remaining fonts as backup options.
5. Set the global color palette. The palette makes it easy to reuse the same colors throughout the scheme. You can save time by using the default scheme's palette as a guideline, replacing dark colors with dark colors and light with light.
6. On the Body tab, set the appearance of email text and hyperlinks.
7. On the Tables tab, set the appearance of fields, labels, and embedded tables that might be included in an email.

8. On the Apply tab, name or rename the scheme as needed, and select teams who should use this scheme.  
You can also choose to make the scheme the default for new teams. Keep in mind that only one email scheme is used at a time, so whichever scheme you apply to a user's primary team applies to all that user's outgoing emails.