

# Testing Helix ALM Email Template Changes

You can modify and preview Helix ALM email templates from the Send Mail dialog box, which allows you to test the changes and check the email formatting.

1. Select an item type related to the email template to edit.
2. Choose Email > Send Email. The Send Email dialog box opens.
3. Click Configure. The Configure Email Templates dialog box opens.
4. Select the item Type.
5. Select an email template and click Edit. The Edit Email Template dialog box opens.
6. Make any changes and click OK.
7. Click OK to close the Configure Email Templates dialog box.  
You return to the Send Email dialog box.
8. Select the template you changed from the Templates list.  
The email is displayed using data from the selected item.
9. Click Cancel when you finish previewing the email.

**Note:** If the email template was selected when you opened the Configure Email Templates dialog box, you may need to refresh the email body to see your changes. Select it in the Template list again to see the updated email.

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Article ID: 458

Last updated: 02 Jun, 2017

Revision: 4

Helix ALM (formerly TestTrack) -> Testing Helix ALM Email Template Changes

<http://www.seapine.com/knowledgebase/index.php?View=entry&EntryID=458>