

# Emails

## How do I customize emails?

Go to **Settings / Notifications** to customize the **Confirmation, Reminder, and Cancellation** email templates.

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## How can I view emails that have been sent?

1. Go to **Contacts** and search for the contact.
2. Select them, then click the small **Log** tab.

This shows a history of booked/cancelled appointments and emails sent.

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## How do I turn off reminder emails?

1. Go to **Event Management / Settings / Notification Setup**.
2. Under **Reminder Email**, uncheck "**Send Reminder Emails.**"

“ You can update reminder email **wording and timing** at any time — changes apply to all future reminders.

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