



Setting Up Your Email Templates

A simple visual walkthrough of editing and previewing the email templates your team receives in the CultureWise platform.

Your home dashboard

When you log in, everything lives on one screen: your current Fundamental, the week's planned content, and live engagement at a glance. No more clicking through buttons to find what's next.

The screenshot shows the Culturewise home dashboard for user Brittany Friedman. The interface includes a sidebar with navigation options: Home, Company, Fundamentals, Notification Setup (expanded), Email Setup, In-app notifications, MS Teams Setup, and Gamification. The main content area displays a welcome message, the current Fundamental (I 10), and a weekly planned content calendar for July 13-19, 2026. The calendar is organized by day, with content items assigned to specific days.

Monday 13.07	Tuesday 14.07	Wednesday 15.07	Thursday 16.07	Friday 17.07	Saturday 18.07	Sunday 19.07
Fundamental I 10						
Weekly Insight	Coaching Guide	Lesson	Pulse Survey	Kudos!		
QuickTip	QuickTip	QuickTip	QuickTip	QuickTip		

The home dashboard: current Fundamental, the weekly content calendar, and engagement all in one view.

This guide focuses on one of the most useful admin tools: **editing your email templates**. Every email your team receives can be tailored to your organization: your logo, your colors, and your wording throughout. The next few pages walk through exactly how.

Finding your email templates

From the Admin Panel, you're just a few clicks from editing any email your team receives. Here's the path.

1

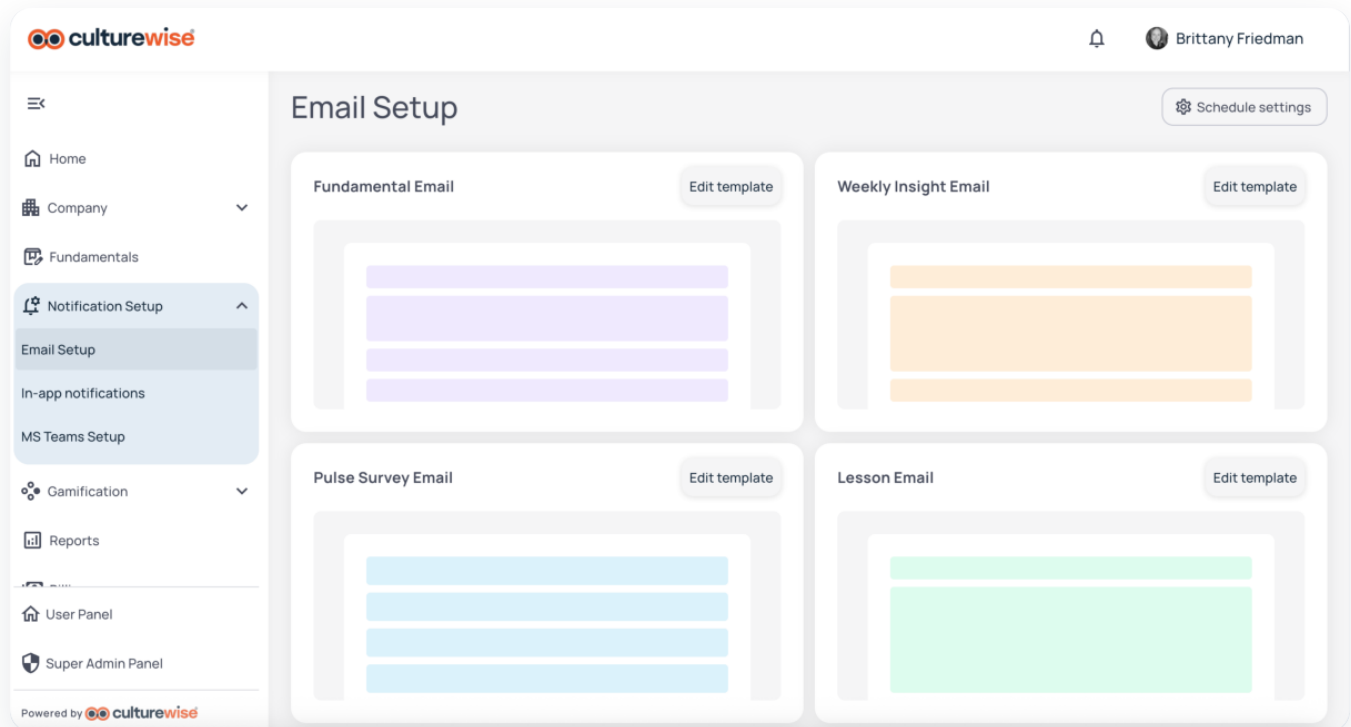
Open Email Setup

Admin Panel → Notification Setup → Email Setup

2

Pick the template you'd like to edit

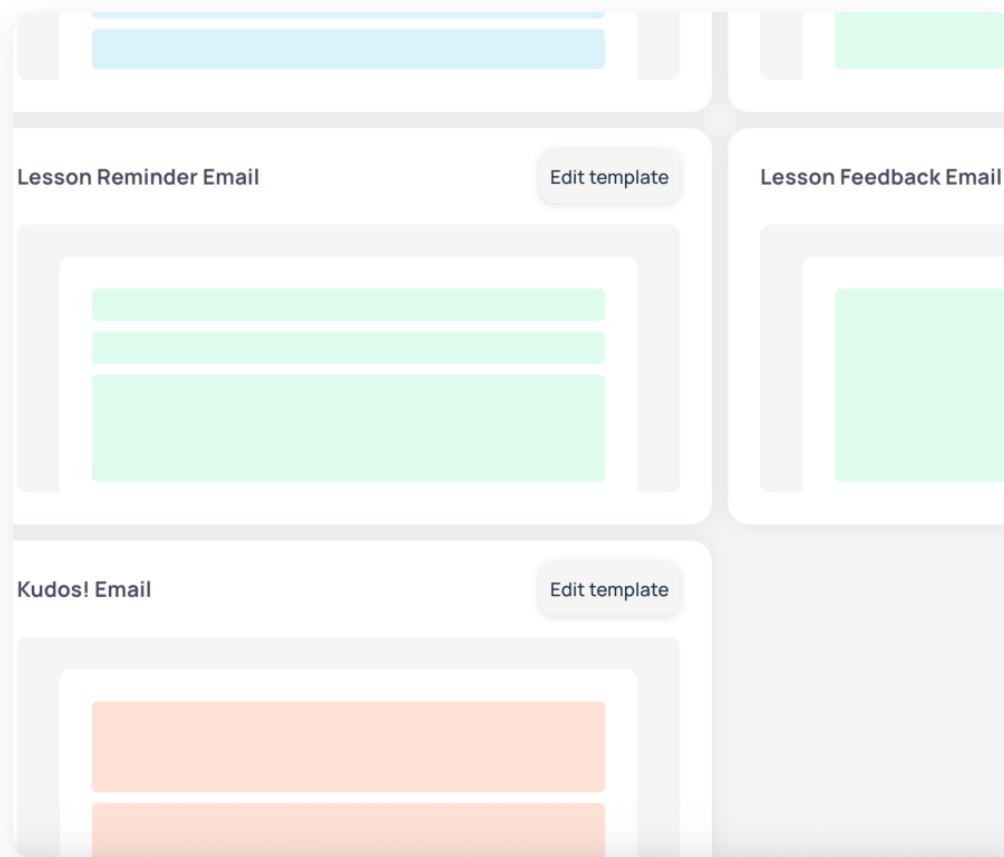
You'll see every email type laid out as a card. Select any one and click **Edit template** to revise it.



The Email Setup gallery: Fundamental, Weekly Insight, Pulse Survey, Lesson, and more, each with its own editable template.

Every template is yours to tailor

Beyond the main emails, you can also edit the Lesson Reminder, Lesson Feedback, and Kudos! emails, each fully customizable to match your voice.



Additional editable templates, and remember, “Kudos” can be renamed to whatever term fits your team best.

Revise the content

Once you've opened a template, everything is editable in a familiar, simple editor.

3

Set the details and edit the copy

Choose the subject line and mailing day, then edit the header and text blocks with a simple formatting toolbar. We recommend pasting your copy in, though you can type directly too.

culturewise

Home Company Fundamentals Notification Setup Email Setup In-app notifications MS Teams Setup Gamification Reports User Panel Super Admin Panel

Powered by **culturewise**

Email Setup

← Weekly Insight Email Test template

Schedule and subject

Email subject: Weekly Insight Mailing day: Monday

First text block (optional)

[Header]

H1 H2 H3 Normal text B I U Color Background Color

Hi {{first_name}}.
A teammate just shared a story about living fundamental of the week.

Test template

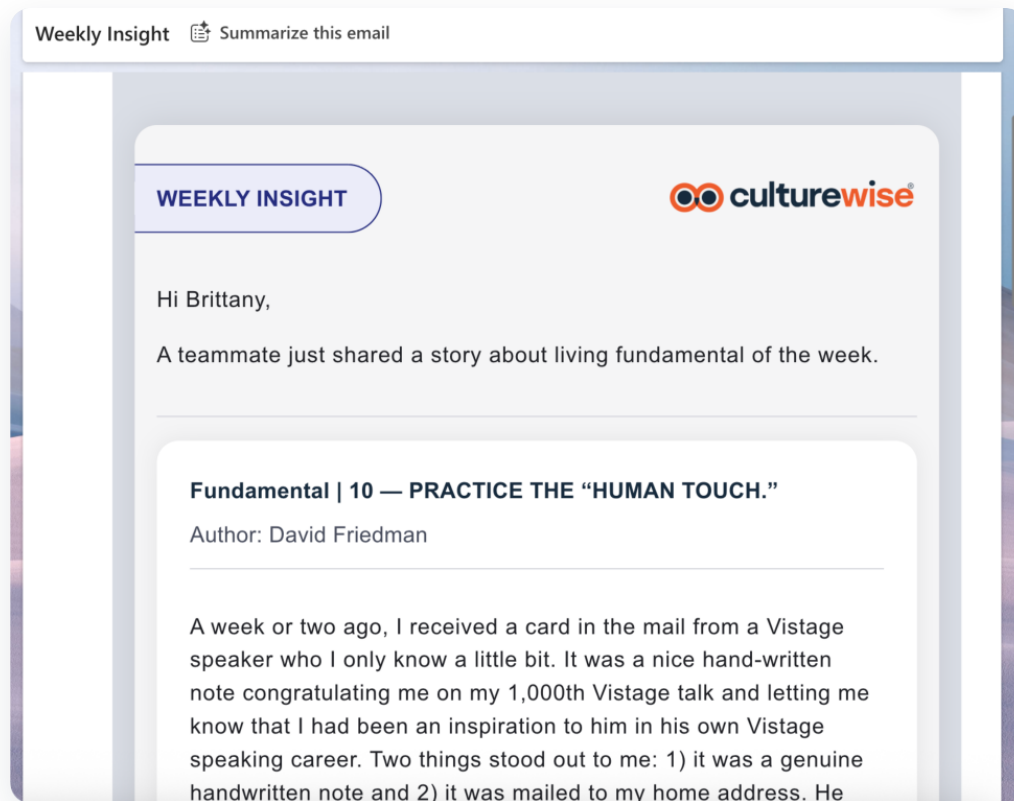
The template editor: subject, mailing day, header, and text blocks, all fully editable.

See it before your team does

4

Send yourself a test email

Click **Test template** to send the email to your own inbox. It's a quick way to see exactly what your team will receive before it goes out.



The delivered email in your inbox: clean, branded, and ready for your team.



In your live platform, every template carries **your logo and your colors** in place of ours, so each email looks and feels unmistakably like your organization.

Questions?

Your CultureWise team is always here to help. Reach out anytime.