

The screenshot displays the 'Email Management' section of the Air4media Pilot v10 interface. The top navigation bar includes 'Air4media Pilot v10 BETA', 'Select Company OWNER', and 'All Sites'. The user profile 'Laurent P Groult' is visible in the top right. The left sidebar contains a menu with categories: CLIENTS, BILLING, MARKETING, MEDIA, WEBSITE, AI, SETTINGS, and PLATFORM. The 'Email Management' section is highlighted in the sidebar. The main content area features a 'Compose Email' button, a search bar, and a table of templates. The table has columns for 'Template Name', 'Subject Line', 'Status', 'Last Modified', and 'Actions'. Three templates are listed: 'New Invoice', 'Payment Reminder', and 'Payment Confirmation', all with an 'Active' status and a last modified date of 2/23/2026. The interface also includes a '+ Create Template' button, 'Settings', and 'Signatures' options.

Email Management

Create and manage email templates, compose and send emails to contacts, and track delivery status — all from one central hub.

Key Features

- **Email Templates:** Build reusable templates for invoices, payment reminders, confirmations, and custom messages
- **Signature Library:** Create professional email signatures and attach them to any template
- **Compose & Send:** Write and send emails directly to contacts with CC, BCC, and scheduling support
- **Email Queue:** Monitor emails waiting to be delivered
- **Sent History:** Review all emails sent, with options to resend or retry failed messages
- **Open & Click Tracking:** See when recipients open your emails or click links
- **Gmail Integration:** Connect your Gmail account as an alternative sending method
- **SMTP Settings:** Configure a custom mail server for outgoing emails

How to Use

Managing Templates

1. Open **Email Management** — the Templates tab is shown by default
2. Click **New Template** to create a template, or click the edit icon on an existing one
3. Choose a template type: New Invoice, Payment Reminder, Payment Confirmation, Overdue Notice, or Custom
4. Enter a name, subject line, and compose the body using the rich text editor
5. Optionally attach a signature and choose whether it appears above or below the message
6. Set the template to **Active** so it can be used when sending emails
7. Click **Save** to store the template

To copy an existing template, use the **Duplicate** action — the copy is saved as inactive so you can edit it before use.

Composing an Email

1. Click **Compose Email** at the top of the page
2. Enter the recipient's address in the To field (separate multiple addresses with commas)
3. Optionally add CC or BCC recipients
4. Choose a saved template from the dropdown to pre-fill the subject and body, or write your own
5. To send later, set a **Schedule** date and time
6. Click **Send** — the email is queued and delivered automatically

Monitoring the Queue

Click the **Email Queue** tab to see emails that are pending or scheduled. Use this to confirm your messages are in line to be delivered.

Reviewing Sent Emails

Click the **Sent Emails** tab to view your sending history. From here you can:

- View the full content of any sent message
- Check open and click tracking data
- **Resend** a message to the same recipients
- **Retry** any email that failed to deliver

Email Settings

Click **Settings** in the Templates toolbar to configure:

- Your sender name and email address
- SMTP server credentials for custom mail delivery
- Gmail OAuth connection for sending via your Google account

Click **Signatures** to create or edit your email signatures.

Tips

- Keep templates active only when they are ready to use — inactive templates won't appear in the Compose dropdown
- Use the **Duplicate** action to create variations of a template without starting from scratch
- Check the Email Queue after sending to confirm your message was accepted for delivery
- Tracking data shows the first time a recipient opens an email, helping you follow up at the right moment