

Editing Headers and Footers

1.

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Volunteers

487

Opportunities

1323

Organisations

526

Your Organization Details (used for Mailings)

Lincolnshire CVS (Volunteer Centre)
St George's Road
The Len Medlock Voluntary Centre
Boston
LIN
PE21
do-it@lincolnshirecvs.org.uk
01205 510888

Update Details

On the Home Page, click update details

2.

Default Organization Address

CiviMail mailings must include the sending organization's address. This is done by putting the {domain.address} token in either the body or footer of the mailing. This token may also be used in regular 'Send Email to Contacts' messages and in other Message Templates. The token is replaced by the address entered below when the message is sent.

Street Address [?](#)
St George's Road

Supplemental Address 1 [?](#)

Supplemental Address 2
The Len Medlock Voluntary Centre

City Post Code Suffix [?](#)

Country County

Latitude, Longitude [?](#)

Organization Contact Information

You can also include general email and/or phone contact information in mailings [?](#)

Email [add](#)

Phone ext. Phone Type [?](#)

[Add another Phone number](#)

[Additional Fields Help](#)

Then click here on the organisation contact information

Access Keys: [?](#)

3.

(info@example.org)

Default Organization Address

CiviMail mailings must include the sending organization's address. This is done by putting the {domain.address} token in email mailings. This token may also be used in regular 'Send Email to Contacts' messages and in other Message Templates. The token {domain.address} is the address entered below when the message is sent.

Street Address [?](#)
St George's Road

Supplemental Address 1 [?](#)

Supplemental Address 2
The Len Medlock Voluntary Centre

City Post Code Suffix
Boston PE21 8YB [?](#)

Country County
United Kingdom Lincolnshire

Latitude, Longitude [?](#)

Organization Contact Information

You can also include general email and/or phone contact information in mailings. [?](#)

Email [add](#)
do-it@lincolnshirecvs.org.uk

Phone Phone Type
01205 510888 ext. 209 Voicemail [?](#)

[Add another Phone number](#)

[Save](#) [Cancel](#)

Additional Fields

You can also include general email and/or phone contact information in mailings by filling in the fields below, and then using the {domain.email} and {domain.phone} tokens in your mailings. These are particularly useful for inclusion in pre-configured mailing **Headers or Footers**.

Click here to take you to the Headers and Footers page

Access Keys: [?](#)

4.



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Home » CiviCRM » Admin » Headers, Footers, and Automated Messages

Headers, Footers, and Automated Messages

Name	Type	Subject	Body Text	Body HTML	Default?	Enabled?
Mailing Footer	Footer	Descriptive Title for this Footer.	Please consider the environment. Please don't print this e-mail unless you really need to. Confidentiality & Disclaimer - This email and its attachments are intended for the named addressee only and may contain privileged and confidential information. If you are not the intended recipient, be advised that you may neither copy, use, forward or disclose it to anyone else. This email and any attached files have been screened for computer viruses. However, it is the responsibility of the recipient to ensure that they are virus free. If you have received this email in error please notify Lincolnshire Community and Voluntary Service. Email: enquiry@lincolnshirecvs.org.uk Tel: 01205 510888 Lincolnshire Community and Voluntary Service Registered Charity No. 1069356	Please consider the environment. Please don't print this e-mail unless you really need to. Confidentiality & Disclaimer - This email and its attachments are intended for the named addressee only and may contain privileged and confidential information. If you are not the intended recipient, be advised that you may neither copy, use, forward or disclose it to anyone else. This email and any attached files have been screened for computer viruses. However, it is the responsibility of the recipient to ensure that they are virus free. If you have received this email in error please notify Lincolnshire Community and Voluntary Service. Email: enquiry@lincolnshirecvs.org.uk Tel: 01205 510888 Lincolnshire Community and Voluntary Service Registered Charity No. 1069356	<input checked="" type="checkbox"/>	Yes Edit Disable

[Click to edit...](#)

Click here to edit the header or footers. **Please note that you must include the tokens {domain.address} and {action.optOutURL}. Otherwise you will have an error message when trying to send emails.**