# Setting up status update emails in Client Engager

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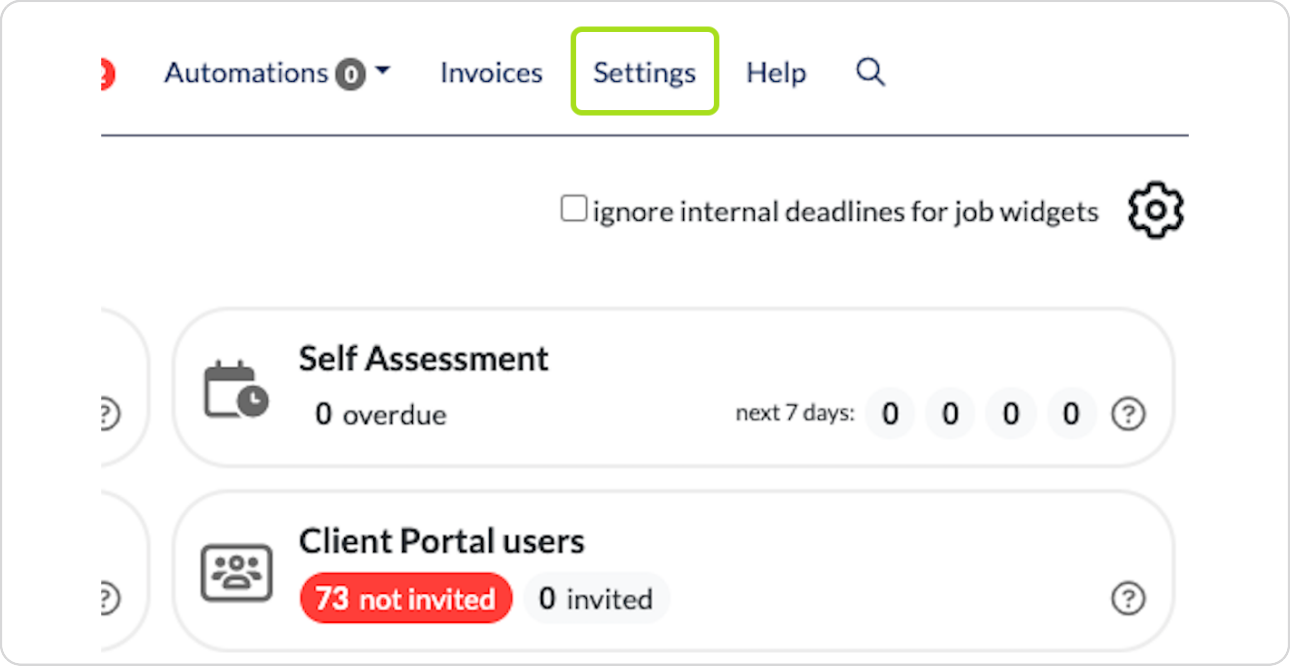
| Created by | Creation Date | Last Updated |
| --- | --- | --- |
| Johann Goree | June 3, 2023 | June 3, 2023 |

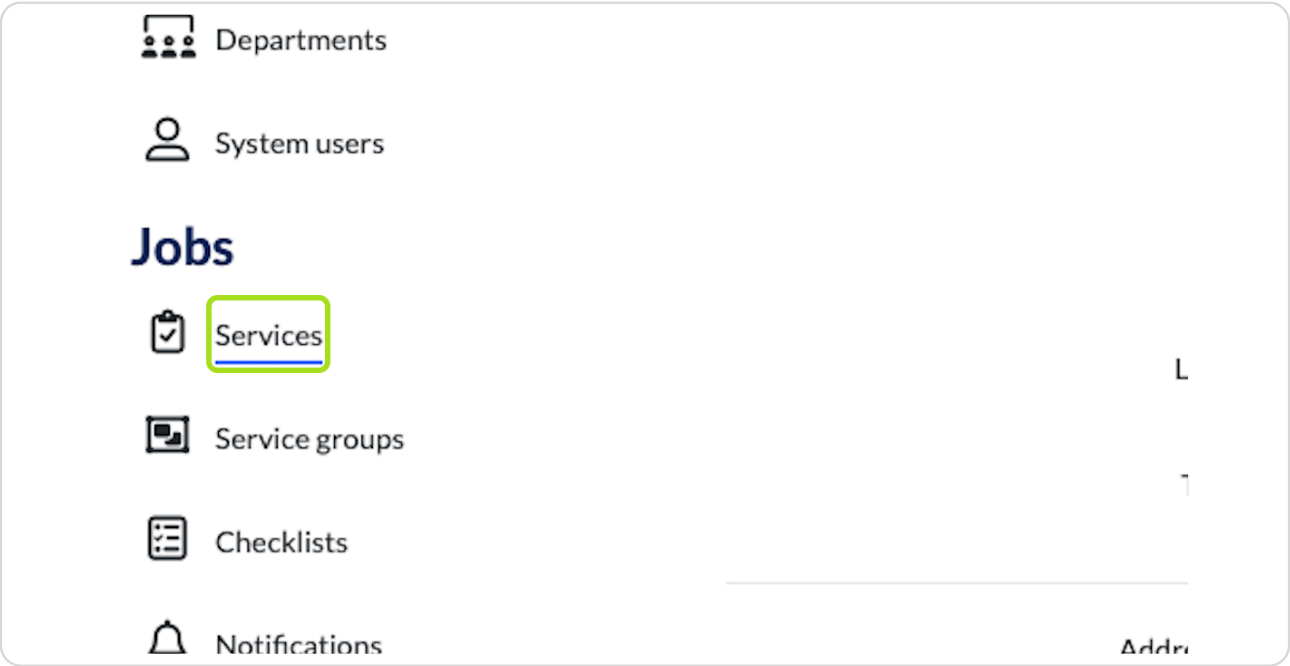
STEP 1

## Click on Settings



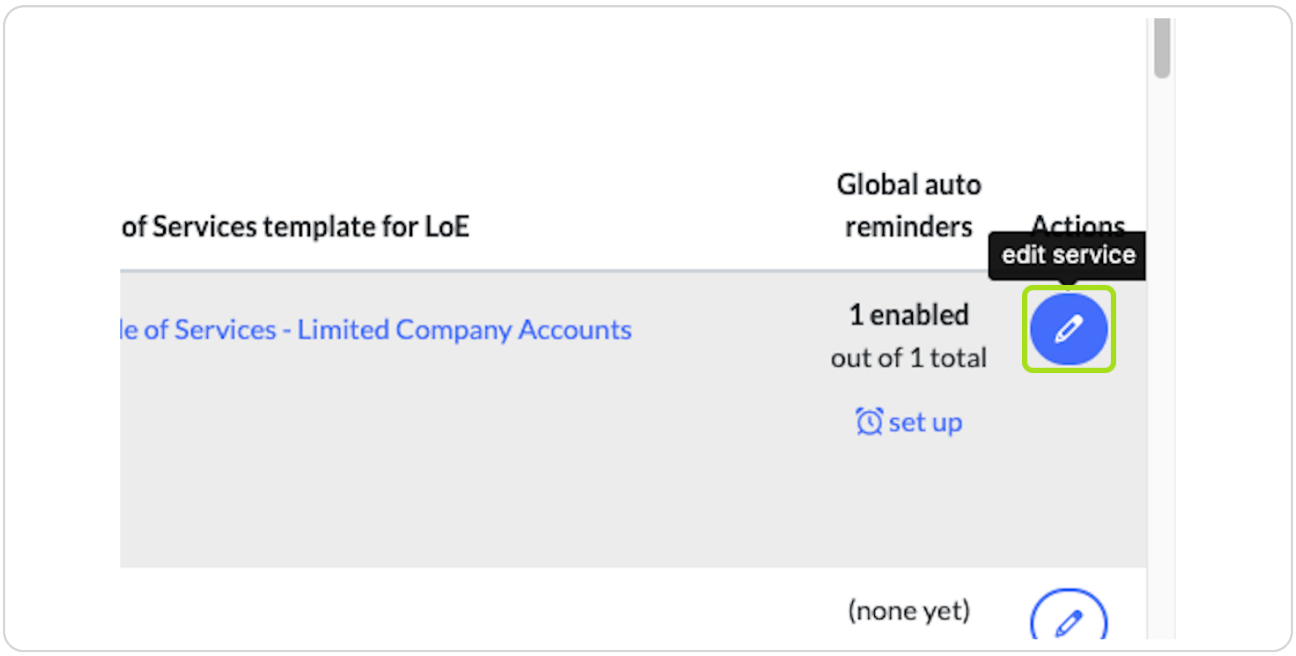

STEP 2

## Click on Services



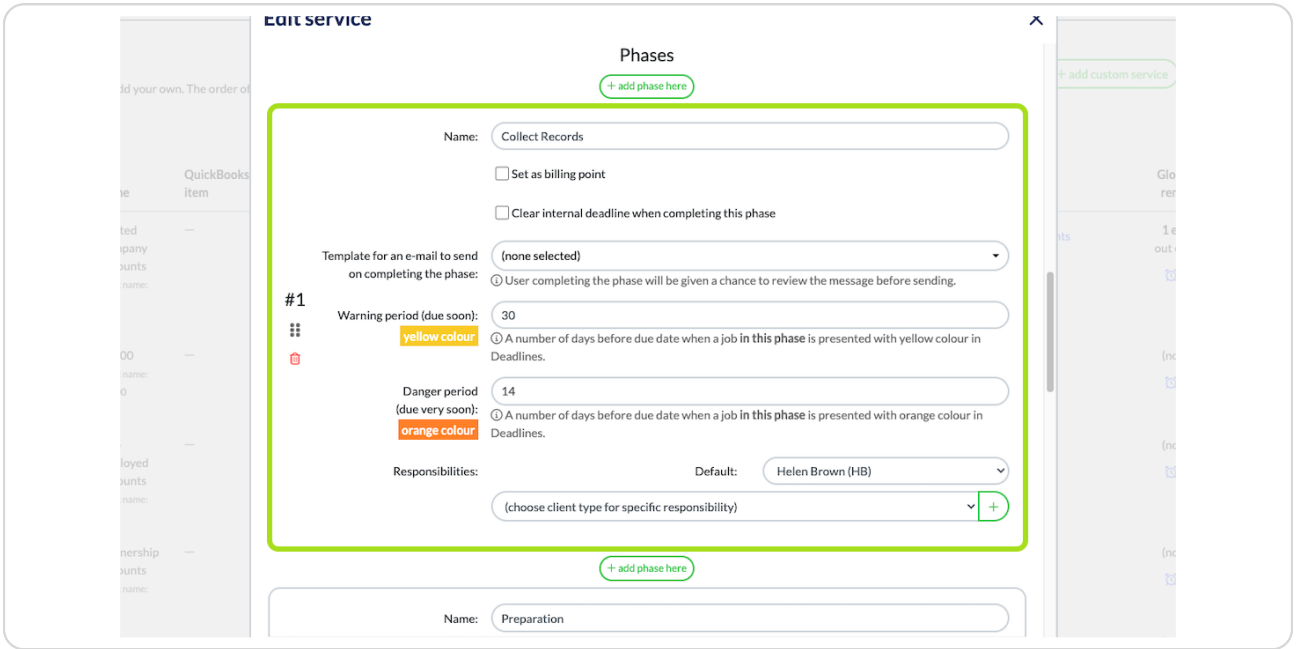
STEP 3

## Click on edit service for the service you want to add a status update email to



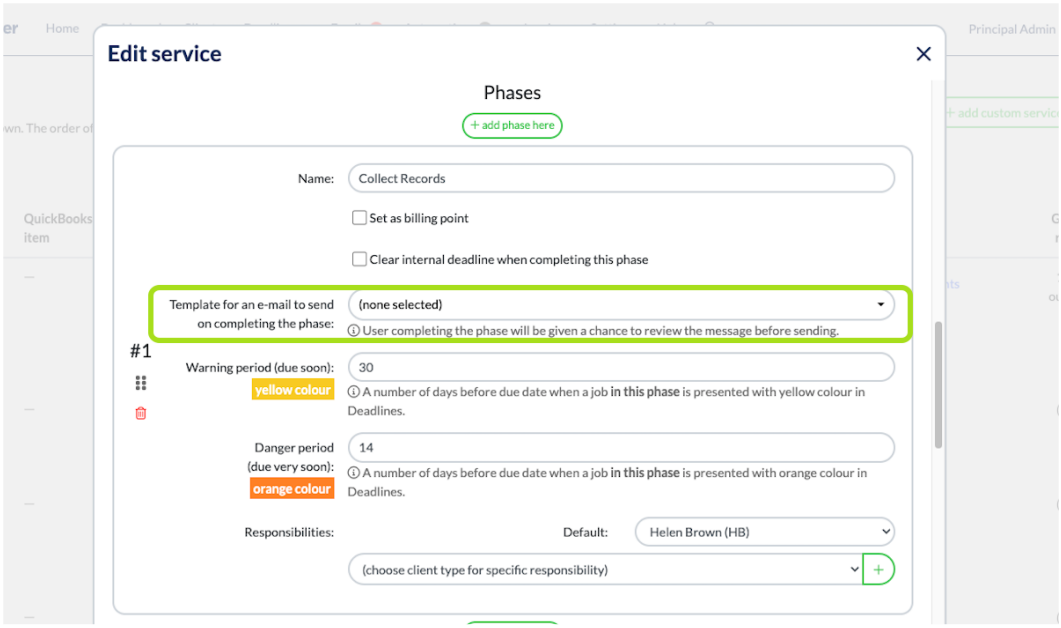

STEP 4

## Scroll down to the phase you want a status email to send from ONCE COMPLETED



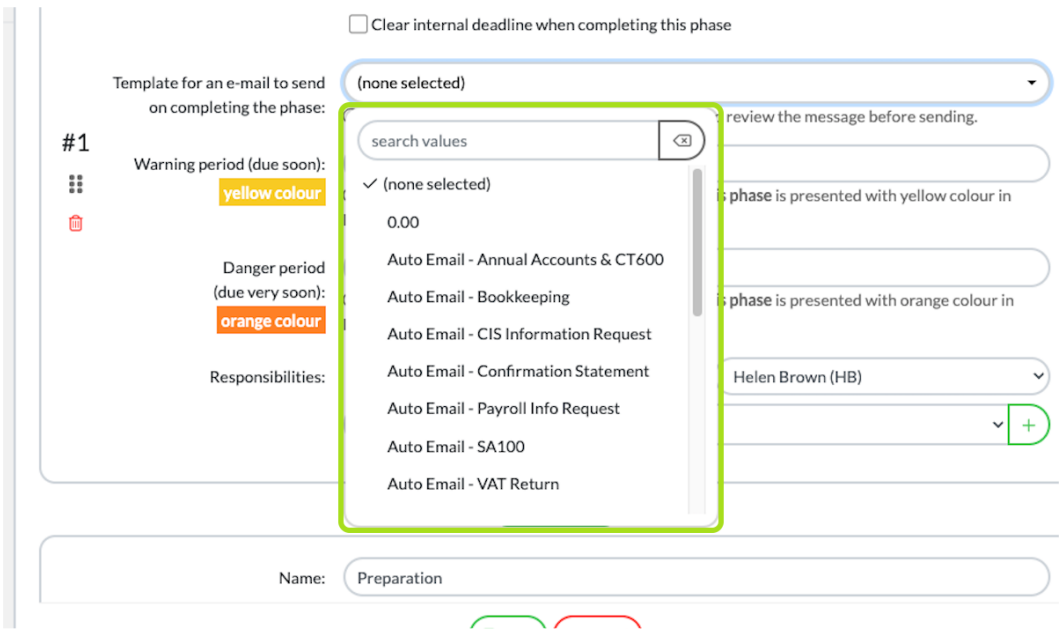
STEP 5

## Click on Template for an e-mail to send on completing the phase



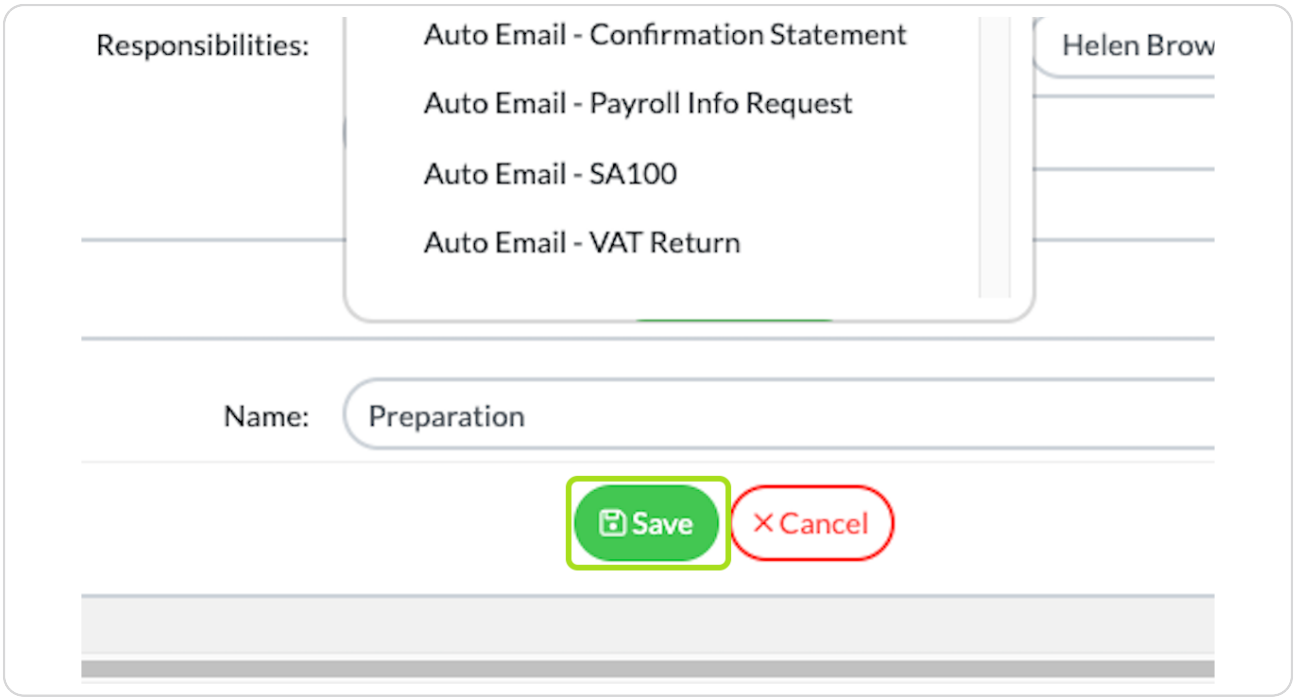

STEP 6

## and choose a template, you will have need to create this template email before this step so you can choose it from the drop down



STEP 7

## Click on  Save



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