

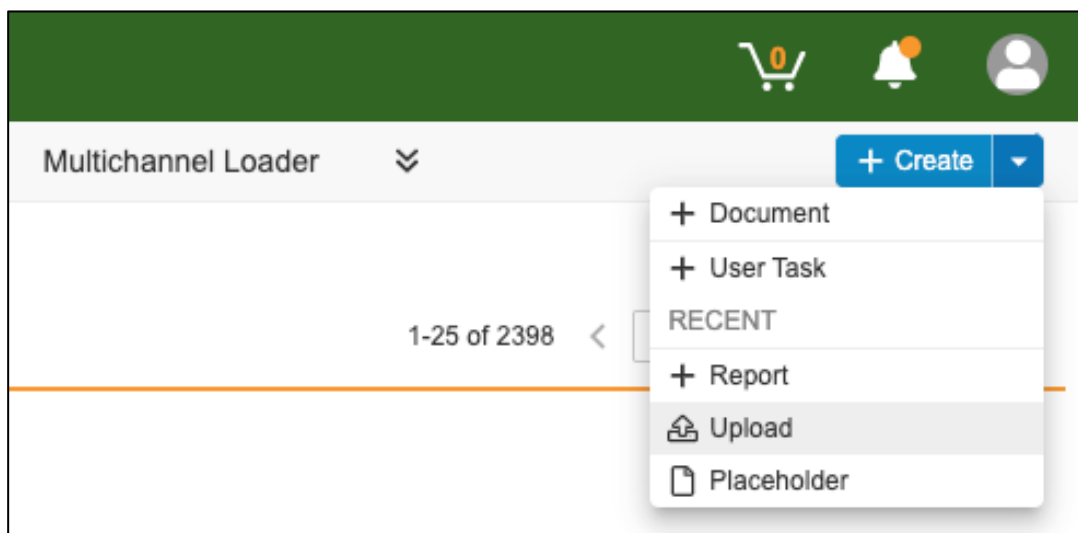
## Loading the Meeting Invitation Template into BEE

To load BEE content into a Vault, a Content Admin will require:

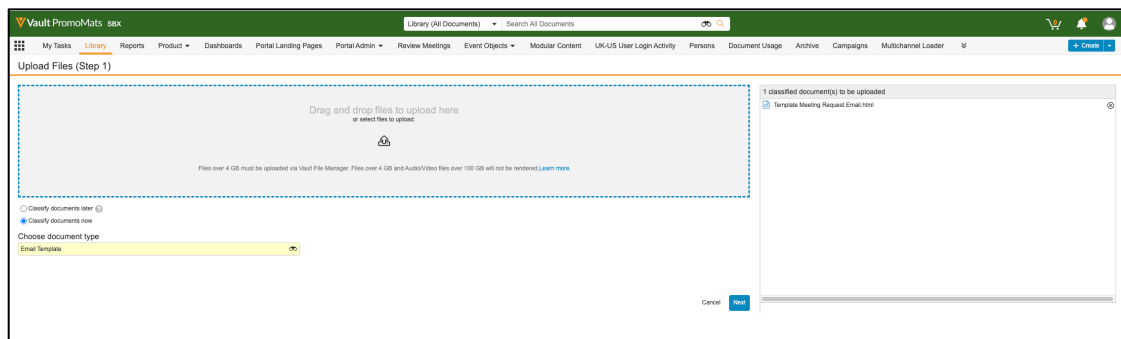
1. HTML of Email Template. In Vault this is referred to as the Source Document
2. JSON of Email Template. In Vault this is referred to as the Email Editor rendition

Once a Content Admin has these files, the following steps should be followed to upload BEE Content:

1. In Vault, from the top-right corner of the screen click **Create → Upload**

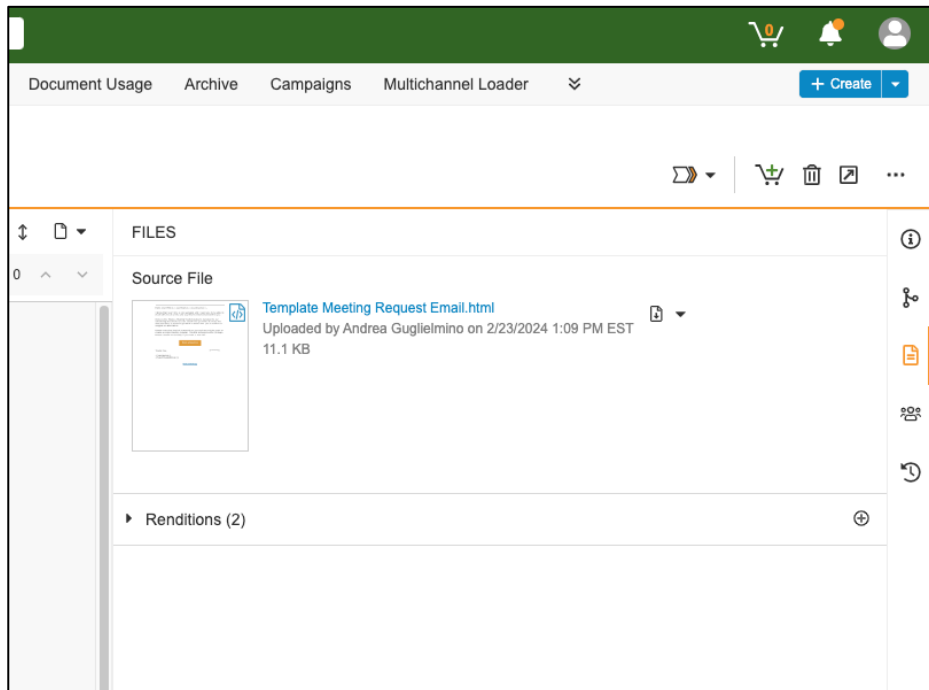


2. Upload the HTML of the Email Template using the Choose option and navigating to the document. In the **Choose document type** field select the Email Template option.

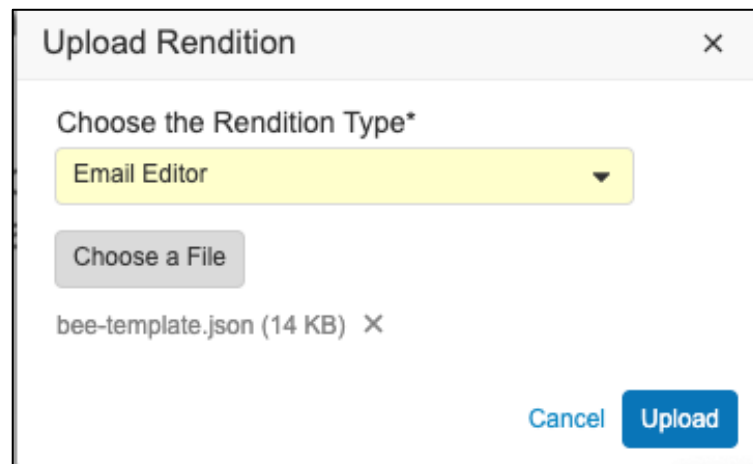


3. Click **Next**. Enter at least all required information for the Email Template and click **Save**

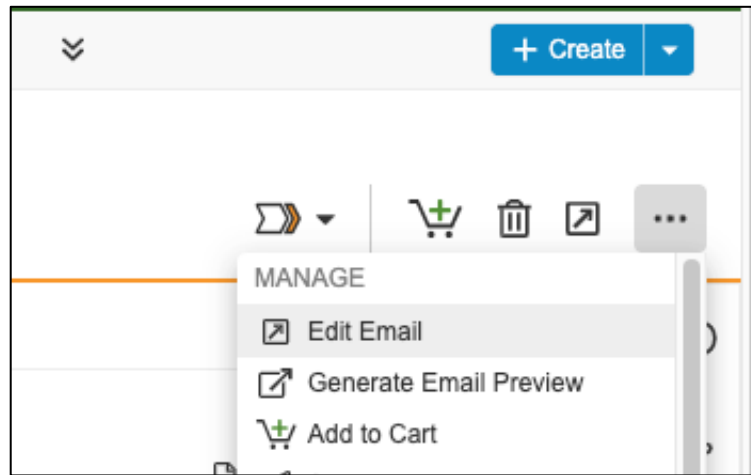
4. Navigate to **Document Files** and click the + icon next to the **Renditions** section



5. Choose Email Editor for the **Rendition Type**
6. Select **Choose a File** and navigate to the JSON document of the Email Template and select it
7. Click **Upload**



8. Click the **More Actions (...)** and select **Edit Email**



9. The template can now be customized as you wish in the BEE Editor.