

Copy an Email Template

Last Modified on 11/30/2020 11:24 pm EST

Copy an existing email template:

1. Go to the **Gear** (icon) > **Settings** > **Email Templates**.
2. On the *List Templates* page, click the **Copy** icon to the left of the template *Name*.

	Name ¹	Type	Created By
	<input type="text" value="Search whole/partial template name"/>		
	New General Use	HTML	Jackrabbit
	New Happy Birthday	HTML	Jackrabbit
	New Registration Open	HTML	Jackrabbit
	New We Miss You	HTML	Jackrabbit
	New Welcome Back	HTML	Jackrabbit

3. When the *Template Editor* opens, change the **Template Name**.
 4. Make changes to the subject line and message if needed.
 5. Click **Copy Template**.
 - o The copied template will now be available on the *List Templates* page.
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