

# Copy an Email Template

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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.
  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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