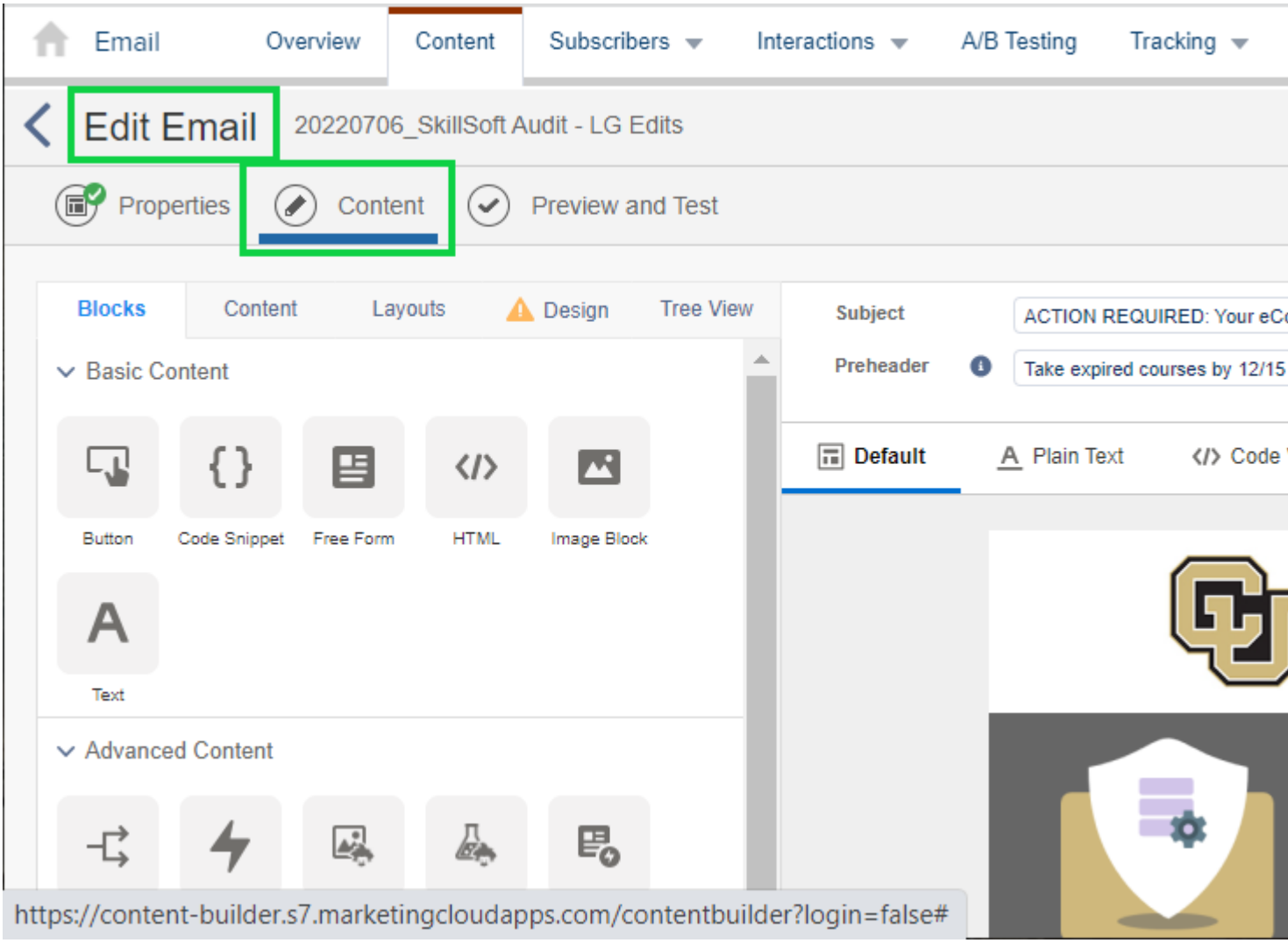
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Save Existing Email as Template [1]

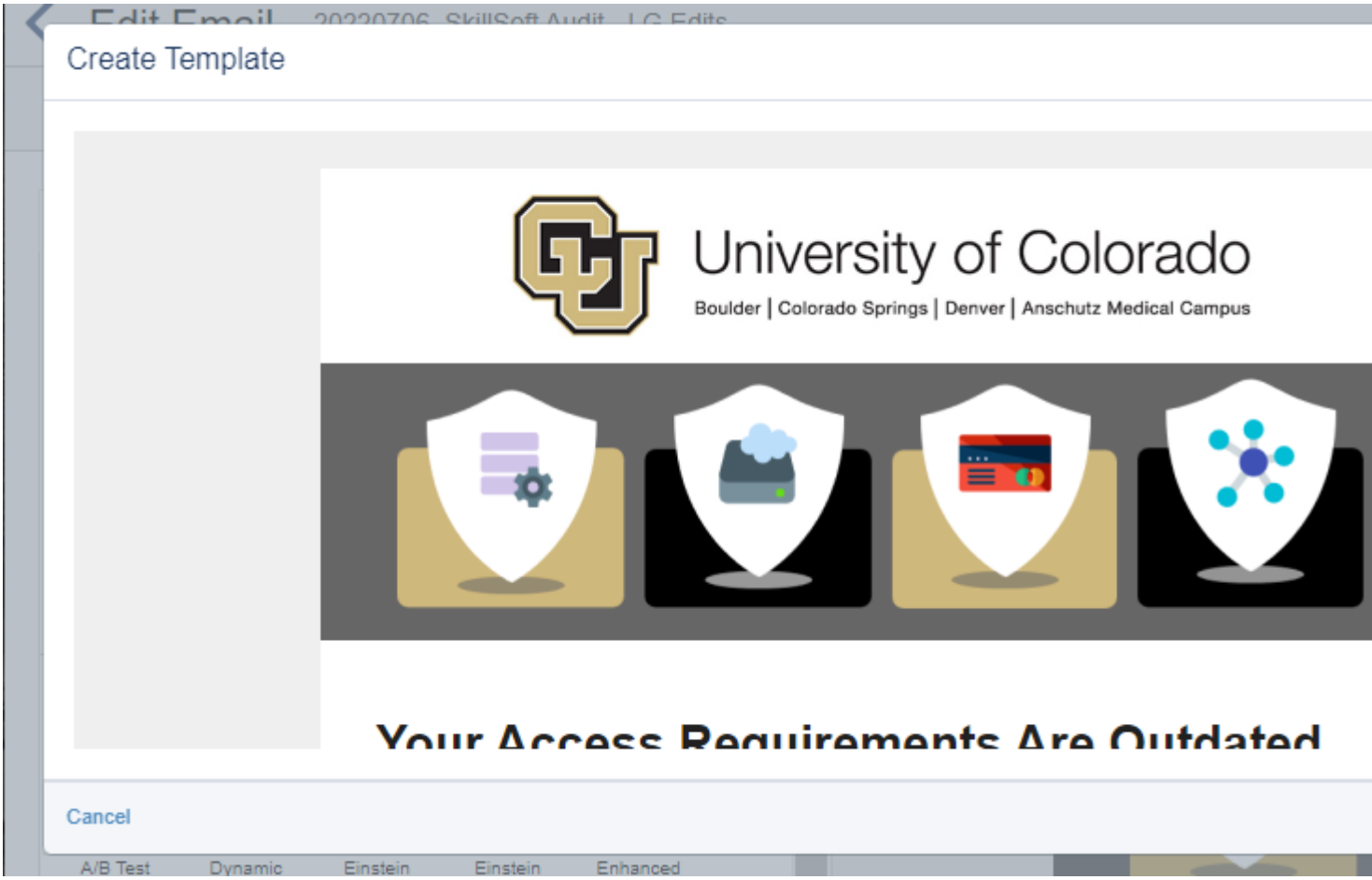
November 14, 2023 by Melanie Jones [2]

Have you already created and tested an awesome email? Save it as a template to make creating future emails even easier. It's the best way to ensure consistency today and down the road.

- Navigate to where you create your email
  - **Content Builder** >> **Edit Email** >> **Content**
- In the top right of that screen, select the **dropdown arrow next to the blue Save button**
- Click **Save as Template** in the dropdown



- In the popup, **name your template** and **select a location**
- Select the blue **Save** button in the bottom right



Related Wikis

- Where can I access CU-branded templates? [3]
- How do I use templates I've created to build an email? [4]

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Save Existing Email as Template
Send email when Published:
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Source URL:https://www.cu.edu/blog/ecomm-wiki/save-existing-email-template

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[4] https://www.cu.edu/blog/ecomm-wiki/using-custom-email-templates