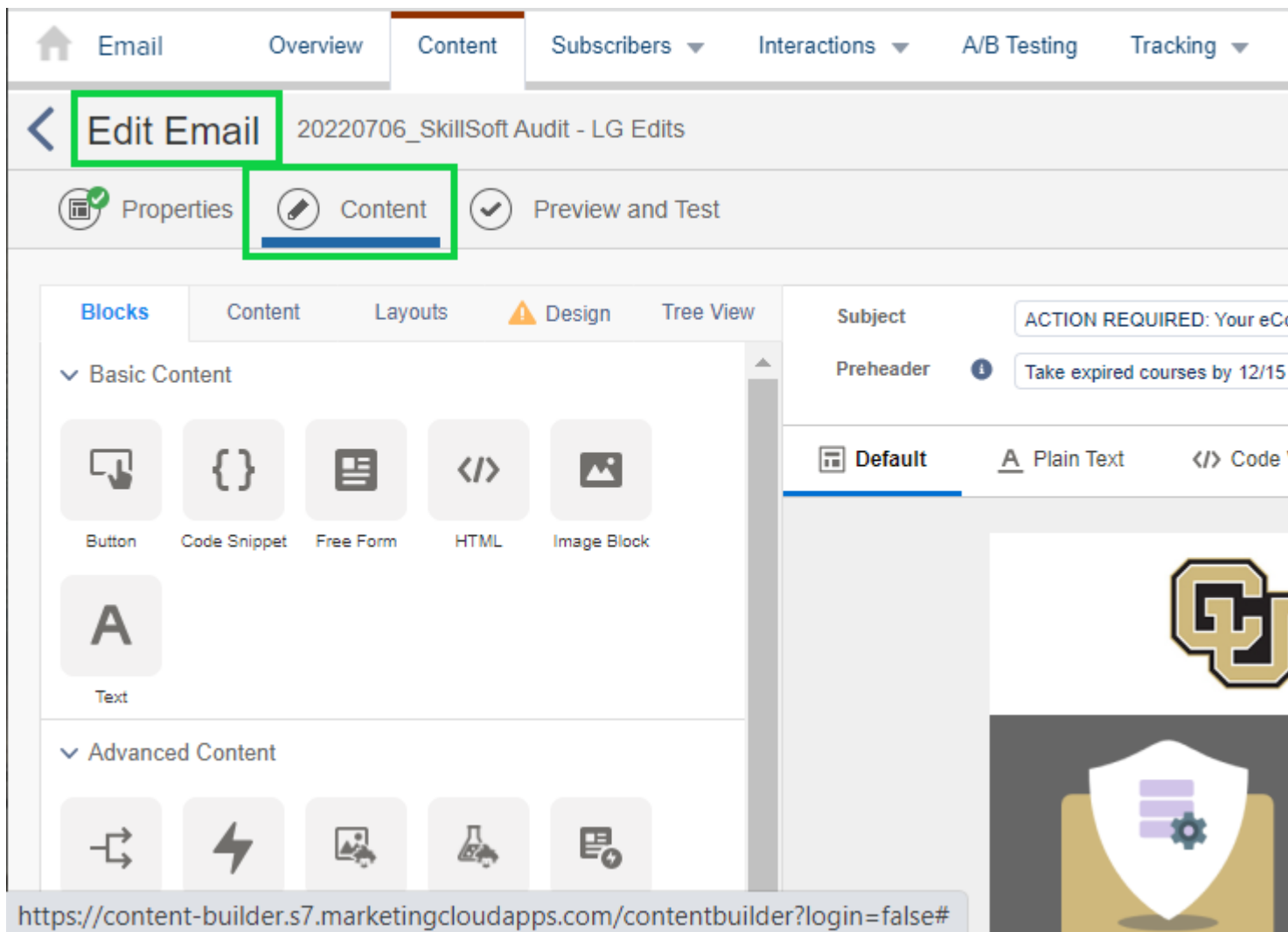


## Save Existing Email as Template <sup>[1]</sup>

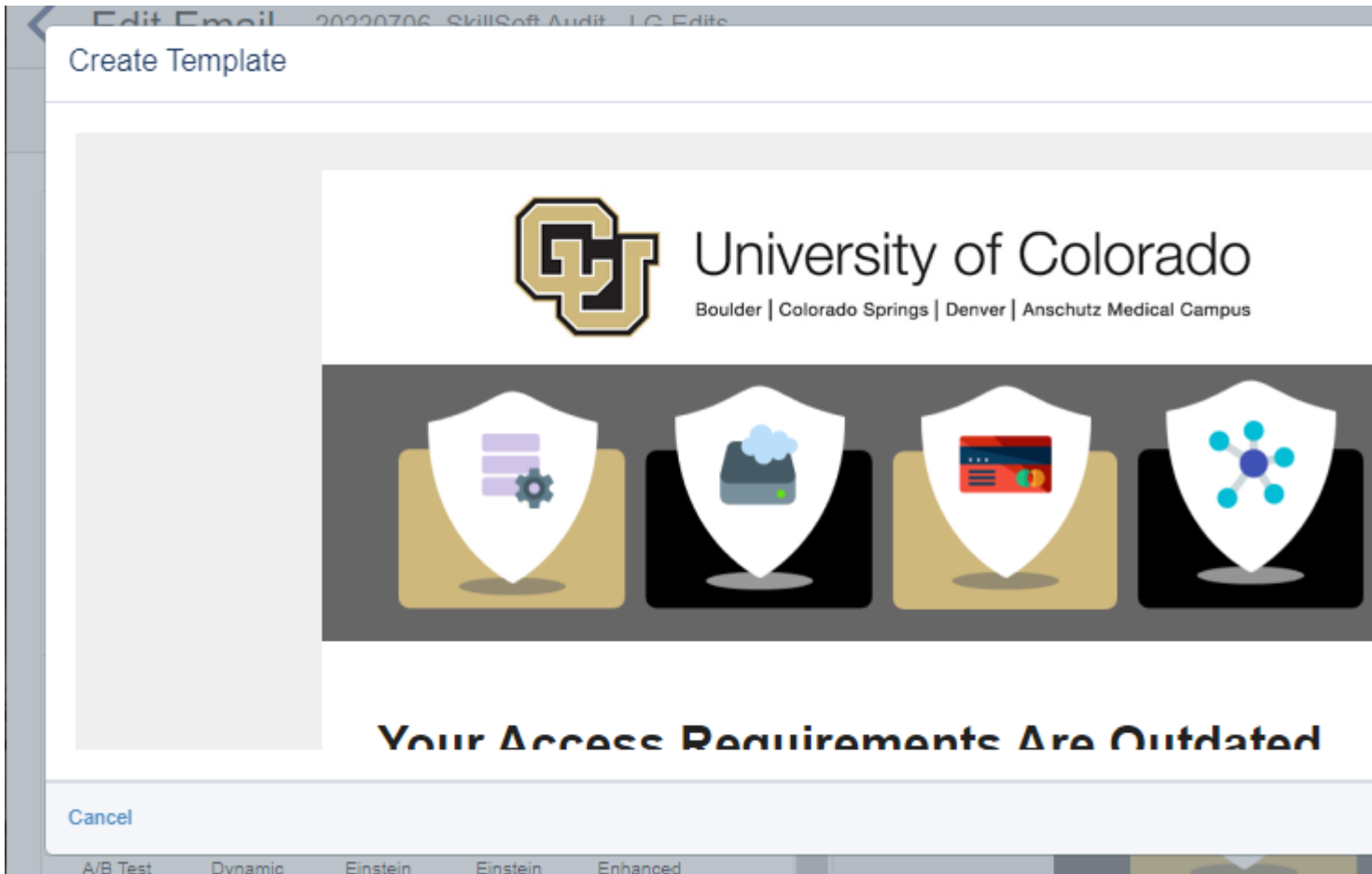
November 14, 2023 by [Melanie Jones](#) <sup>[2]</sup>

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?](#) <sup>[3]</sup>
- [How do I use templates I've created to build an email?](#) <sup>[4]</sup>

### Display Title:

Save Existing Email as Template

### Send email when Published:

No

**Source URL:** <https://www.cu.edu/blog/ecomm-wiki/save-existing-email-template>

### Links

[1] <https://www.cu.edu/blog/ecomm-wiki/save-existing-email-template> [2] <https://www.cu.edu/blog/ecomm-wiki/author/39> [3] <https://www.cu.edu/blog/ecomm-wiki/cu-and-uccs-branded-templates>  
[4] <https://www.cu.edu/blog/ecomm-wiki/using-custom-email-templates>