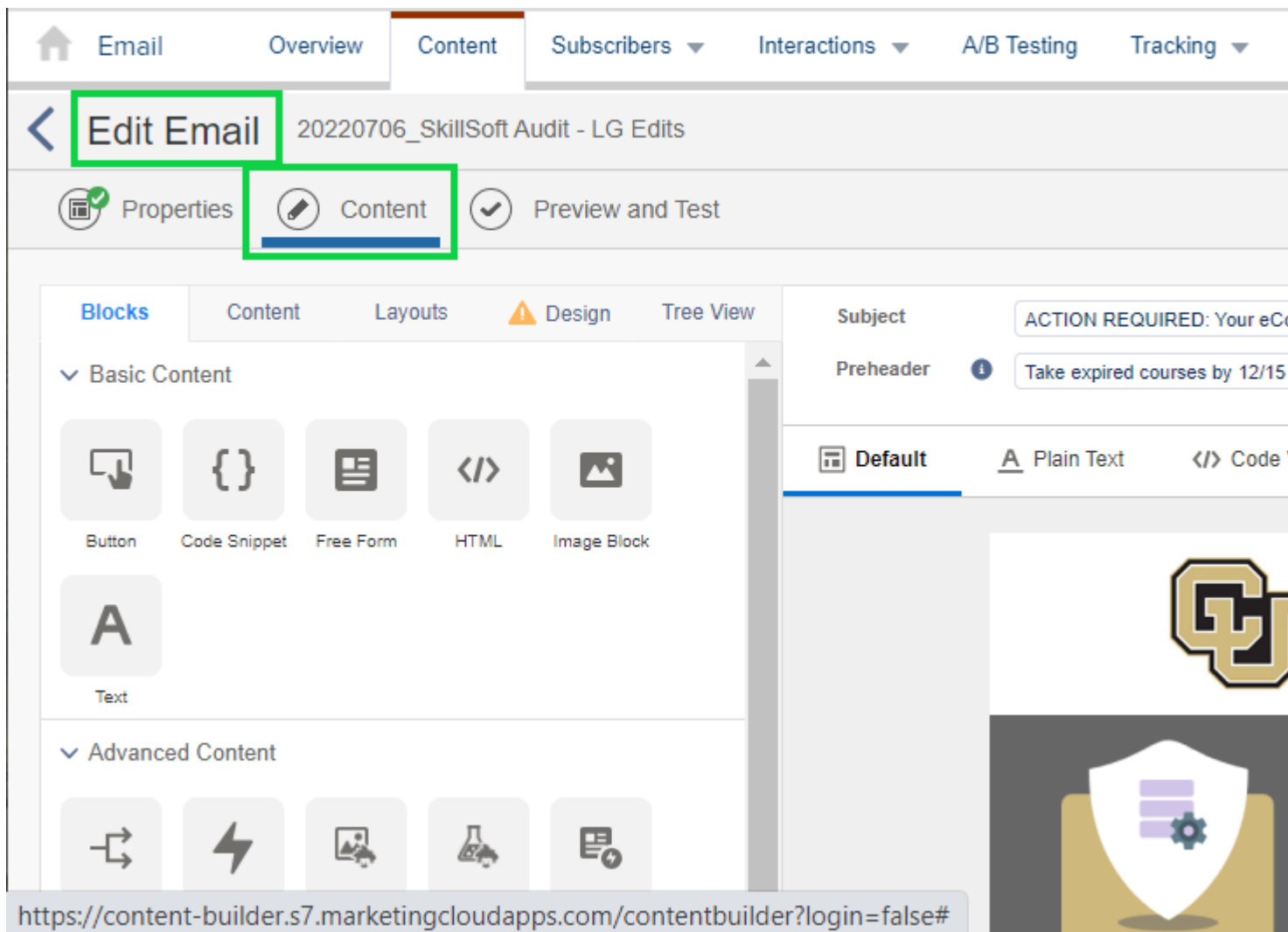


## Save Existing Email as Template <sup>[1]</sup>

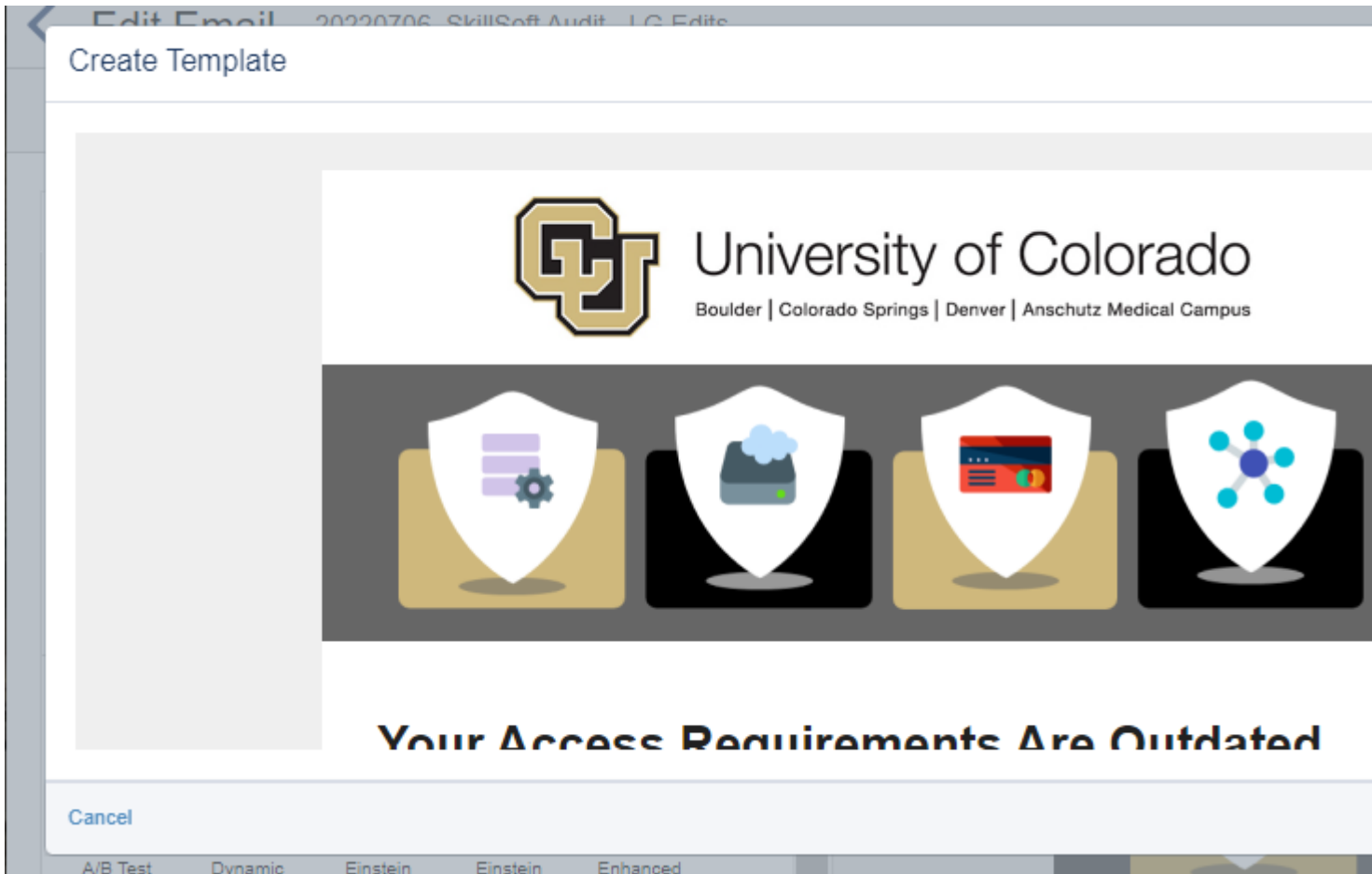
November 16, 2023 by [Melanie Jones](#) <sup>[2]</sup>

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

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

### Display Title:

Save Existing Email as Template

### Send email when Published:

No

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**Source URL:** <https://www.cu.edu/blog/integrated-online-services/save-existing-email-template>

### Links

[1] <https://www.cu.edu/blog/integrated-online-services/save-existing-email-template>

[2] <https://www.cu.edu/blog/integrated-online-services/author/39> [3] <https://www.cu.edu/blog/integrated-online-services/use-saved-email-templates>