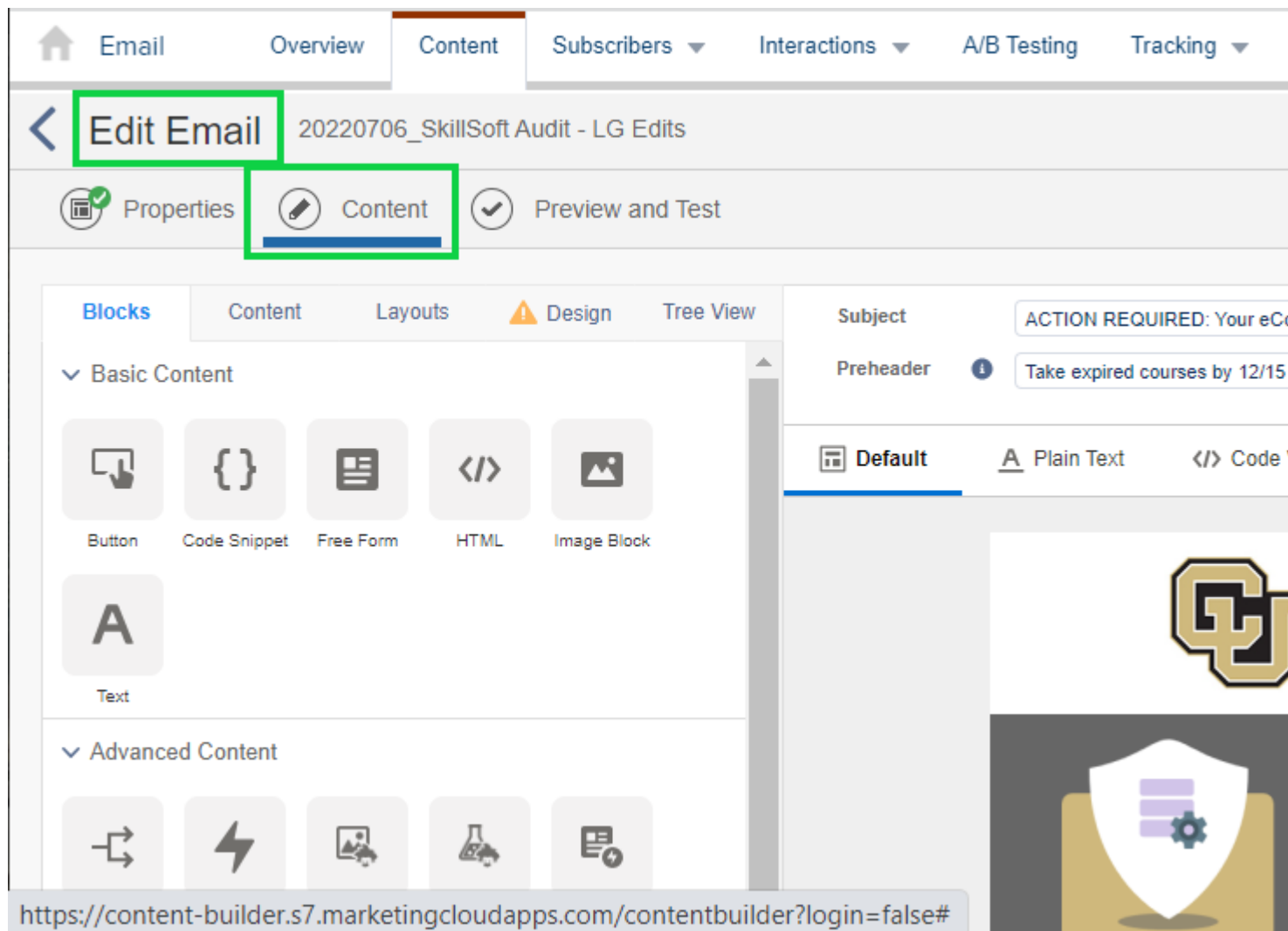


Save Existing Email as Template ^[1]

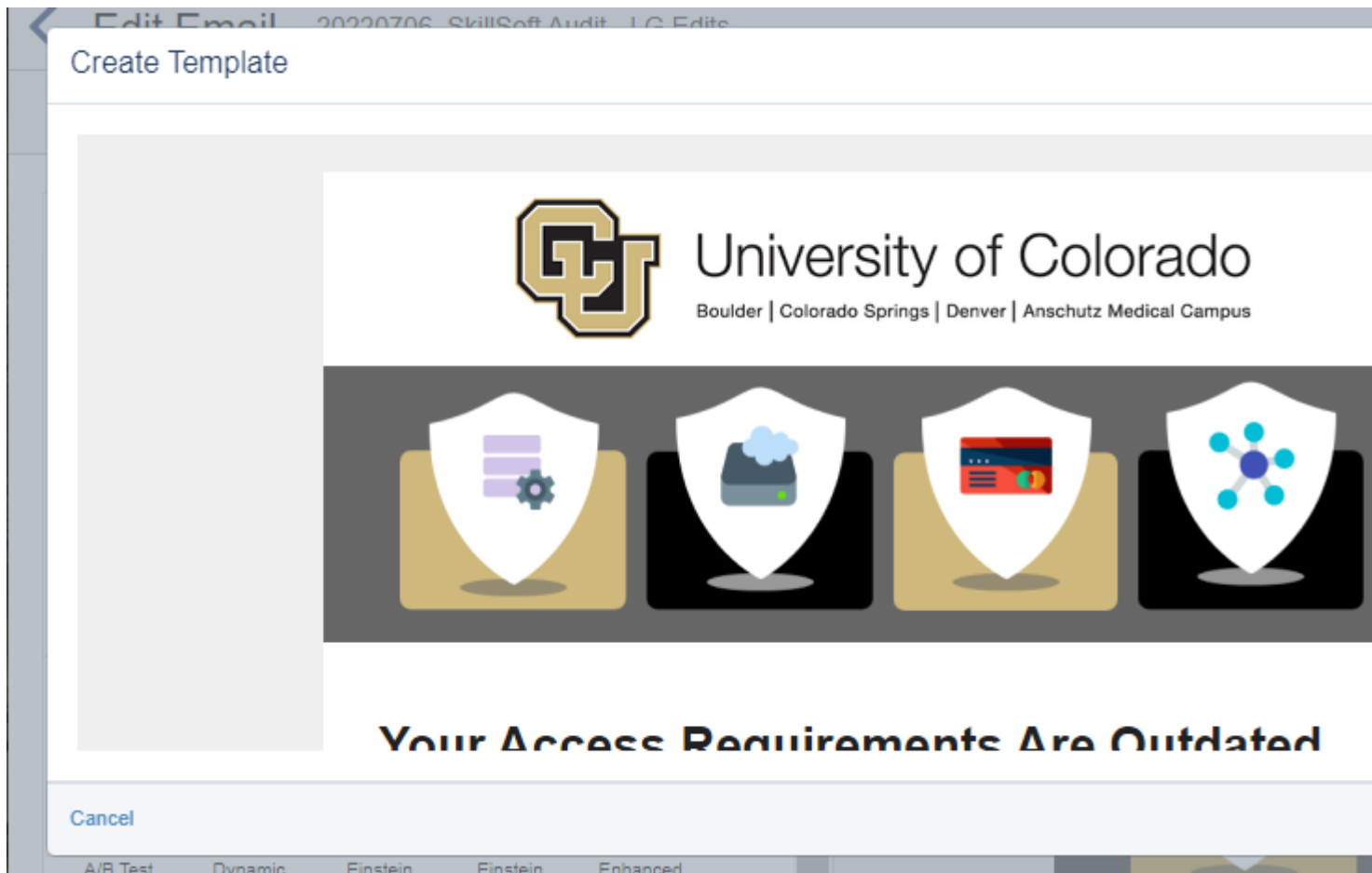
November 16, 2023 by [Melanie Jones](#) ^[2]

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

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

Display Title:

Save Existing Email as Template

Send email when Published:

No

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>