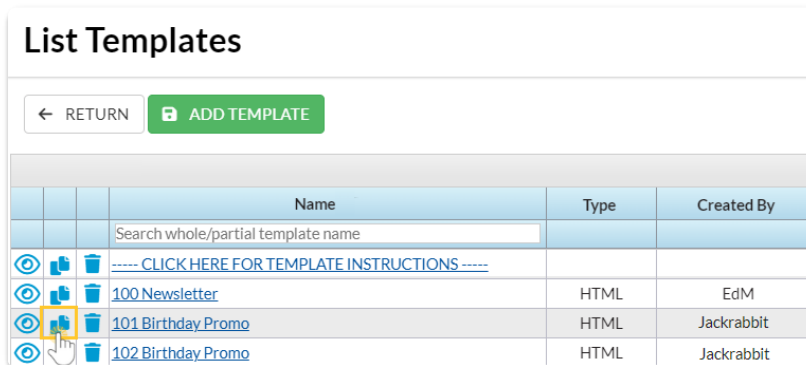


# Copy an Email Template

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.



List Templates			
<a href="#">← RETURN</a>		<a href="#">ADD TEMPLATE</a>	
	Name	Type	Created By
	<input type="text" value="Search whole/partial template name"/>		
	<a href="#">----- CLICK HERE FOR TEMPLATE INSTRUCTIONS -----</a>		
	<a href="#">100 Newsletter</a>	HTML	EdM
	<a href="#">101 Birthday Promo</a>	HTML	Jackrabbit
	<a href="#">102 Birthday Promo</a>	HTML	Jackrabbit

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.