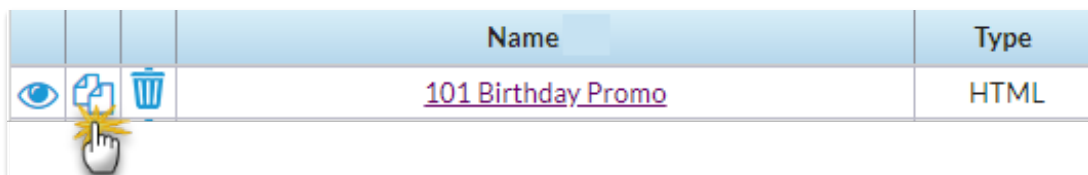





Copy an Email Template

Last Modified on 06/05/2019 8:46 pm EDT

To copy an existing email template:

1. Point to **Tools** and click **Edit Email Templates**.
2. On the *List Templates* page, click the **Copy** icon to the left of the template *Name*.



			Name	Type
			101 Birthday Promo	HTML

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**.
 6. The copied template will now be available on the *List Templates* page.
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