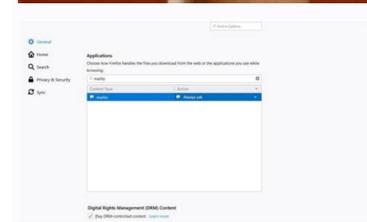
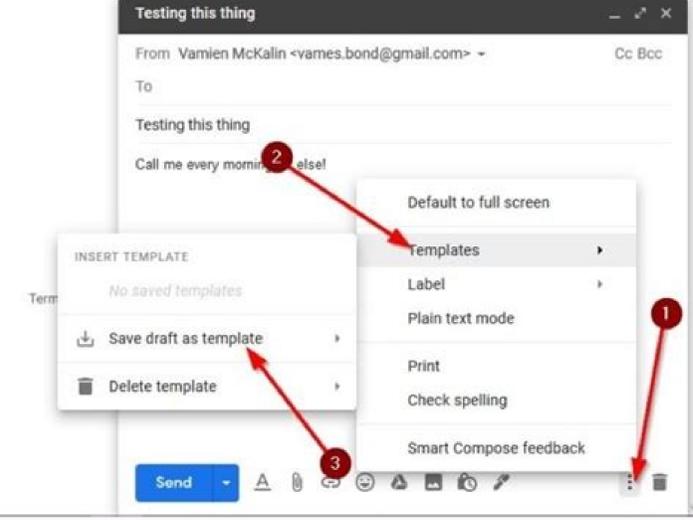


Gmail create email template

I'm not robot!





How do you make an email template in gmail. Create email template in gmail app. How to set up an email template in gmail.

Emails were meant to help people communicate faster, but they can take up a lot of time, especially if you tend to send the same types of emails often. If you have Gmail, you can enable and create templates to help speed up those repetitive emails. You can also create filters to auto-send templates when the filter requirements are met. Here's what you need to know to get it done. Important: Templates only work on the desktop version of Gmail — not on the mobile app. How to enable Gmail templates If you've never used templates, you'll have to enable the feature: 1. Go into Gmail on a web browser. 2. Click the gear-shaped Settings icon, and then choose See all settings. Select "See all settings" to see more options. Devon Delfino 3. Click Advanced in the settings menu toward the top of the screen. Go into the advanced section to find the templates option. Devon Delfino 4. Under Templates, select Enable. Enable templates to start using them. Devon Delfino 5. Scroll to the bottom of the page and hit Save Changes. Save your changes to be able to use templates. Devon Delfino How to create a Gmail template You can create up to 50 email templates using this method: 1. Create a new email by replying to an email thread or clicking the plus + sign toward the top-left corner of Gmail. 2. Set up the email as you would like the template to appear. 3. Click the three-dot icon, located near the bottom-right corner of the draft and select Templates. Go into the Templates section of the draft menu to create one. Devon Delfino 4. Hover over Save draft as template and click Save as new template. Save the email as a new template. Devon Delfino 5. Add your template name and hit Save. Quick tip: To add an existing template to a draft, click the three-dot icon in the draft, then select Templates. From there, click the name of the desired template under Insert templates. How to edit or overwrite a Gmail template You can make changes to an existing template: 1. Go into Gmail and click the Compose button to create a new email. 2. Insert the template you want to edit or overwrite and make the desired changes. 3. Click the three-dot icon in the lower-right corner of the draft window. 4. Select Templates, followed by Save draft as template, and then, under Overwrite template, select the name of the template you want to update. Overwrite the template if you want the changes you've made to be applied. Devon Delfino 5. Hit Save to confirm your choice. How to delete a Gmail template 1. Go into Gmail and hit Compose. 2. Click the three-dot icon in the draft window. 3. Hover over Templates, and then Delete template and select the one you want to delete. Select the template you want to delete. Devon Delfino 4. Click Delete in the confirmation message to complete the action. How to send Gmail templates automatically 1. Open Gmail. 2. Click the Show search options icon, located on the right side of the search box at the top of the screen. Go into the advanced search menu. Devon Delfino 3. Fill out your criteria based on how you want the automatic emails to work. Add your criteria in the pop-up. Devon Delfino 4. Click Create filter, located at the bottom of the pop-up. 5. Tick the box next to Send template and select the appropriate filter from the drop-down menu. Check the "Send template" box to set up automatic emails that fit your criteria. Devon Delfino 6. Hit Create filter. Photo by Gareth Fuller/PA Images via Getty Images If you, like me, find yourself writing the same email over and over again or copying and pasting the same message multiple times, Gmail gives you an easier option. By creating and saving email templates, you can insert them the next time you compose a message and save yourself some time. You can store up to 50 templates at a time, so it's easy to create different templates for different situations. Here's how. Create an email template: Click on the cog icon in the top right corner of your screen. Select "See all settings." Open the "Advanced" tab. Scroll down to "Templates" and select "Enable." Make sure you've selected "Enable" under "Templates." Click "Save Changes" at the bottom of the menu. This will take you back to your inbox. Click the "Compose" button. Now, start drafting your template. When you're ready to save it, click on the three dots toward the bottom right-hand corner of the window. Select "Template" from the options. Click "Save draft as template." Click "Save as new template." After writing a message, you can save it as a template. Type in a name for your template in the window that pops up. That name will appear as the subject line in your email. Click "Save." Name your template so you can easily retrieve it later. If you want to make changes to a template, you have to overwrite it. Write a corrected email, and then after clicking "Save draft as template," click the name of the template you'd like to change under "Overwrite Template." You can overwrite a template if you want to edit or change it. Click "Save" in the pop-up window. Confirm the changes by clicking "Save" in the pop-up window. To delete a template, click on "Delete template" under the "Templates" options. Click "Delete" in the pop-up window. You can delete templates using the template options in the compose view. Use a saved template Click "Compose" to start a new message. Select the three dots in the bottom right-hand corner. Open "Templates." Choose the template. Insert a saved template by going to the template options when you're writing a new message. That template will now appear as your new message, and you can edit it before sending. Click "Send" when you're ready! Send templates automatically You can set up filters that automatically send out a specific template as a reply when certain emails come in. You do this by creating a filter that specifies which emails you want to address and then assigning a particular template to that. Here's how: Click the search icon in the right side of the search bar at the top of the screen. Fill in the fields. For example, if you want this template to be automatically sent to emails from certain contacts, enter those contacts in the "From" box. If you want it sent to anyone whose email asked you to subscribe to something, put the word "subscribe" in the field "Has the words." Click "Create filter." Use the search bar to set a template to send out automatically. Check the box next to "Send template." Click "Choose template" and select the template you want to use from the drop-down menu. You can choose which template is automatically sent out. If at any time you want to change the filter — or delete it — it's simple. Click on the cog icon in the top right corner of your screen. Select "See all settings." Click on the "Filters and Blocked Addresses" tab. You'll see a list of all your filters. Find the one you want to change, and click on either "Edit" or "Delete" to the right of that filter. Update February 15th, 2022, 4:00PM ET: This article was originally published on July 10th, 2020, and has been updated to add directions on editing or deleting a filter. Beautiful email templates for Gmail. Design your templates or import templates from Mailchimp. With team sharing! Create and share beautiful email templates! With this Chrome extension, you can: 1) Select any template from our free library of pre-designed email templates 2) Use our intuitive email design creator to create your own email (equipped with free stock photos!) 3) Copy someone's email template to make your own by clicking on a button from any email that you received in your inbox 4) Upload your own email templates from Mailchimp 5) Share your email templates with your team 6) Use our HTML editor in cases where you know how to code in HTML 7) Access and send your email templates from your mobile phone Great for: Newsletters Discount sales Party invitations Congratulations Holiday greetings Event emails (like when you need to send a client a reminder to pay their bill) Common email responses (like asking a potential customer to fill out an intake form, troubleshooting instructions, etc) Open a template directly in your Gmail email compose window. Once you've personalized your template you'll be able to send it out like any other email in Gmail. The email templates library is FREE to use, and we're adding new templates all the time. Do you also want to access your email templates on your mobile phone? Just install our mobile add-on and send your email template responses while on-the-go. Check out our template library here: If you are a designer and would like to showcase your email templates, please contact marketing@cloudhq.net and include "Influencer program" in the subject line.

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