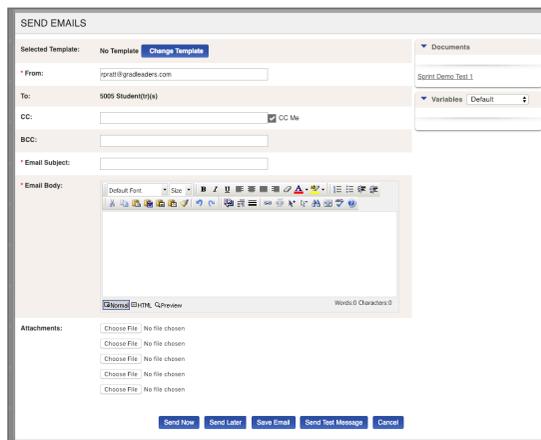


# Create Email Template

1

From the email composition pop-up, create your email by entering **Subject** and **Email Body**



The screenshot shows an email composition window titled "SEND EMAILS". It includes fields for "From:" (grad@gradleaders.com), "To:" (8009 Student(s)), "CC:", "BCC:", "Email Subject:", and "Email Body:". There is a rich text editor for the body and an "Attachments:" section with "Choose File" buttons. At the bottom, there are buttons for "Send Now", "Send Later", "Save Email", "Send Text Message", and "Cancel".

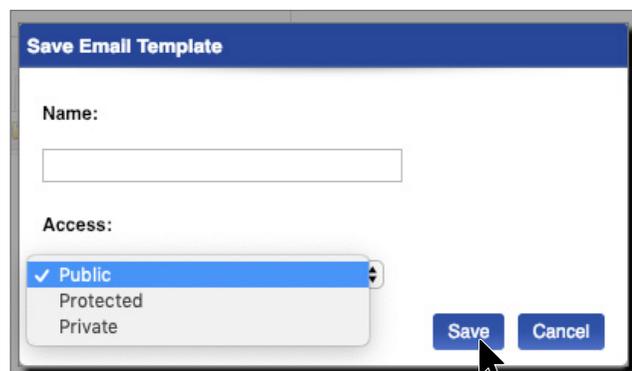
2

Click **Save Email** to save this email as a template



3

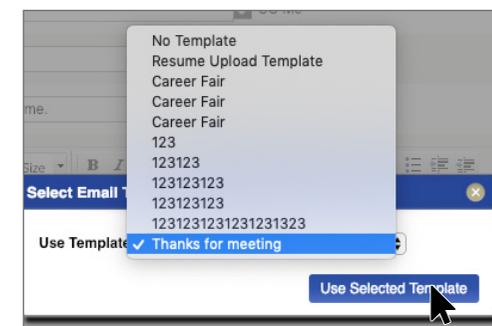
Name the email and mark it available for **Public**, **Protected** or **Private Access**



The dialog box is titled "Save Email Template". It has a "Name:" field with an empty text box. Below it is an "Access:" dropdown menu with "Public" selected. At the bottom right are "Save" and "Cancel" buttons.

4

The next time you create an email start from the **Selected Template**



The screenshot shows the "SEND EMAILS" form with a dropdown menu open over the "Selected Template" field. The dropdown lists various templates, with "Thanks for meeting" selected. A "Use Selected Template" button is visible at the bottom right of the dropdown.

 It's that easy!