

### Using Templates in Gmail

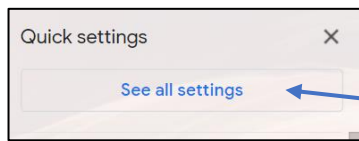
This feature allows users to compose an email and save the content to use in future emails. This can be a time saver if you find yourself repeatedly typing the same response.

Follow these steps:

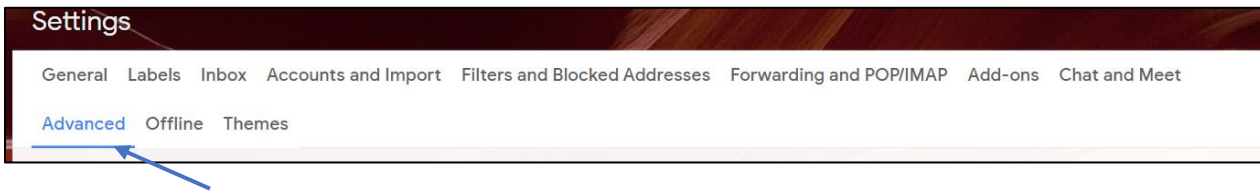
1. Open Gmail -click the settings icon on the upper right side of the window (gear icon).



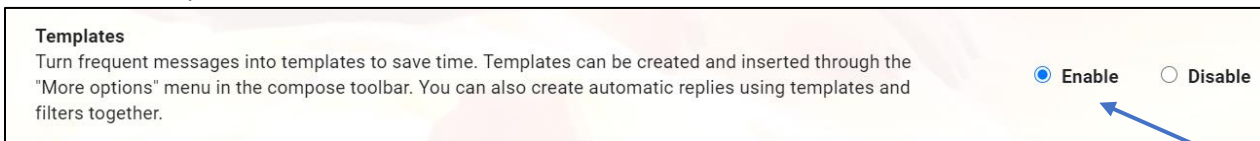
2. Click See All Settings



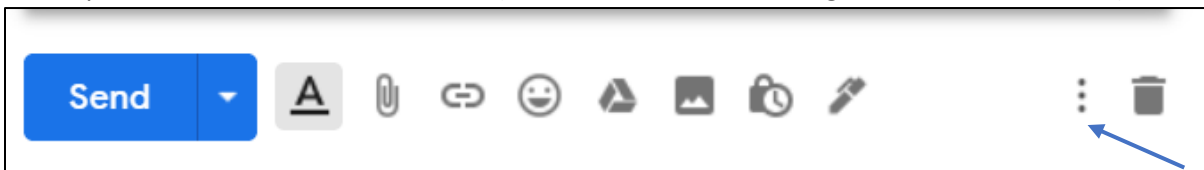
3: Click the Advanced tab.

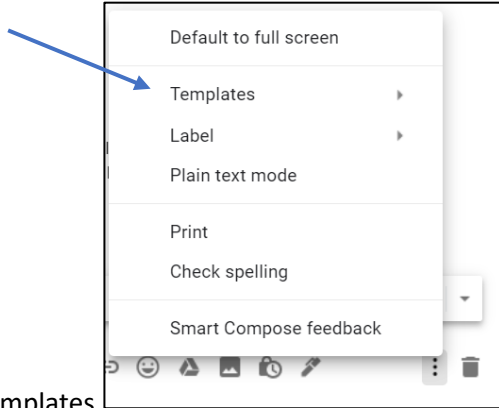


4: Scroll to Templates and choose Enable.



5: Compose an email, click the more icon (three dots at the bottom right of the email window).





6. Click Templates



7. Save Draft as Template.

8. Name the template

9. Practice: click compose, click the more icon, click Templates, choose the template you want to use – it will now display in your email message. You can add to the message or modify if needed.