

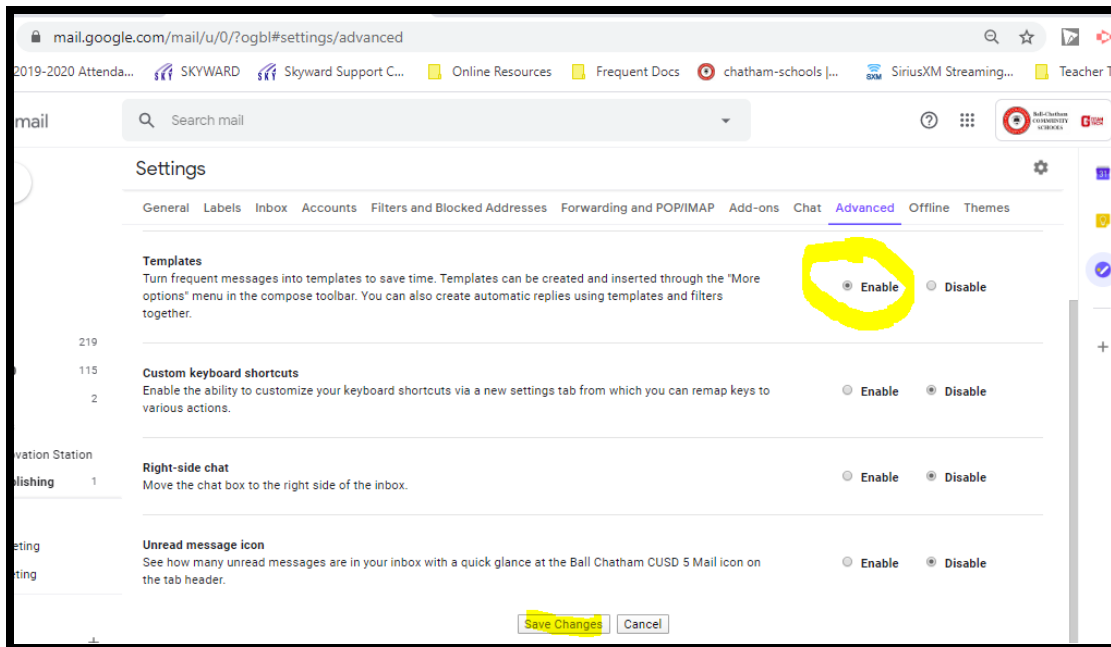


Gmail Templates

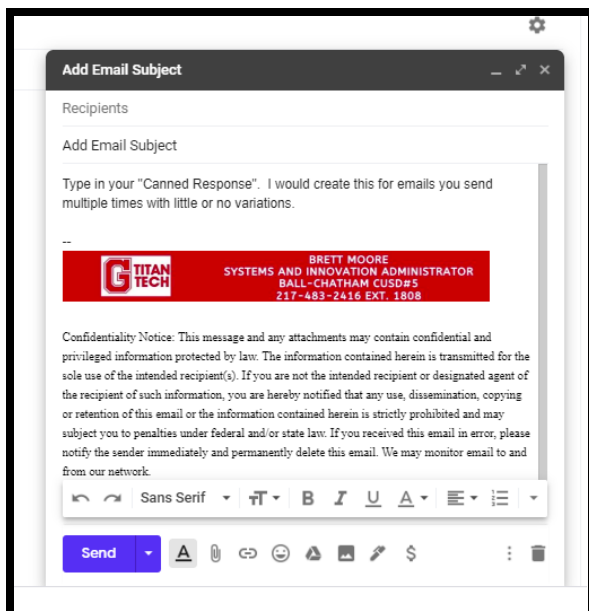


Overview - Do you feel like you send the same email 100's of times? If you answered yes to this question you have to check out Gmail Templates.

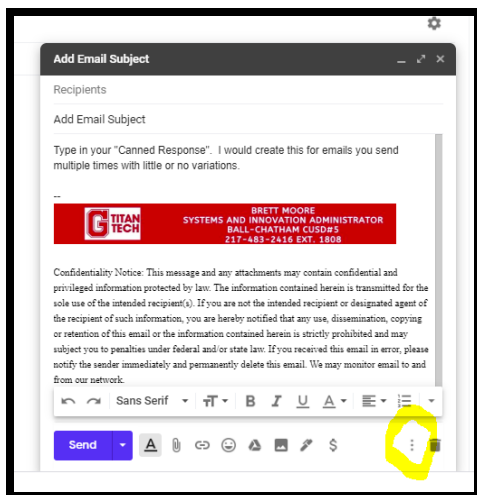
Step 1 - Turn on Gmail Templates by going to this [link](#) > Enable Templates > Save



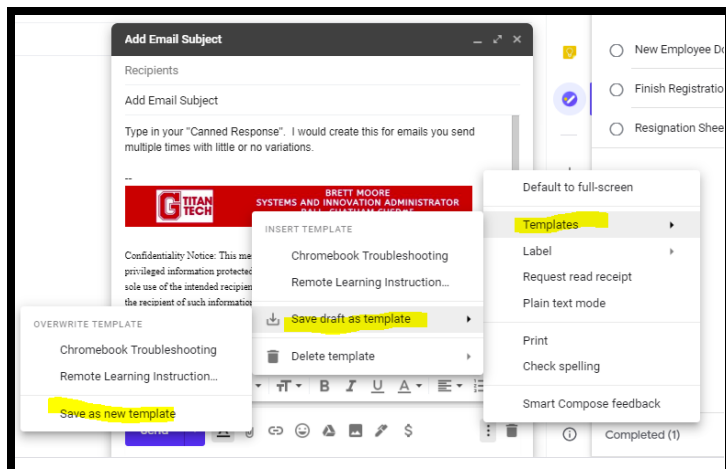
Step 2 - Type out an email that you need to send multiple times > make sure to add a subject and the body text. You will also want to remove your signature if you have one saved in Gmail. If you do not remove it when you use the template it will have it on there two times.



Step 3 - Select the three dots in the bottom right corner of your email.



Step 4 - Select Templates > Save Draft as Template > Save as New Template > Add Template Name



Step 5 - When you need to send this email again just open up a new email like normal > Select the Three Dots > Select Templates > Select the Template you previously created. This will fill in the subject and the text of the email. You can add the recipient and make any changes to the email and send.

