


How to Create and Use Email

TEMPLATES IN GMAIL



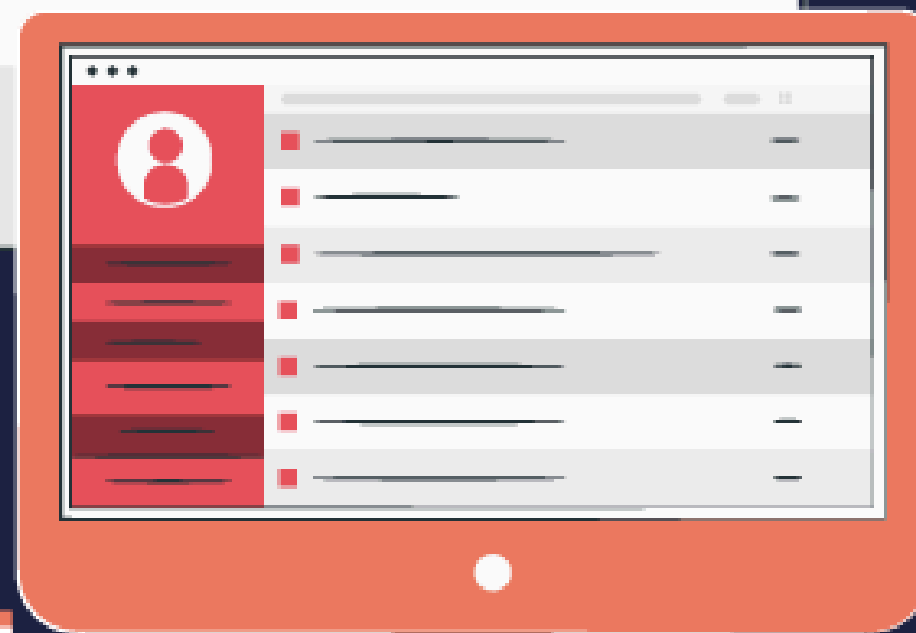
New Email

To: _____

Cc: _____

Subject: _____

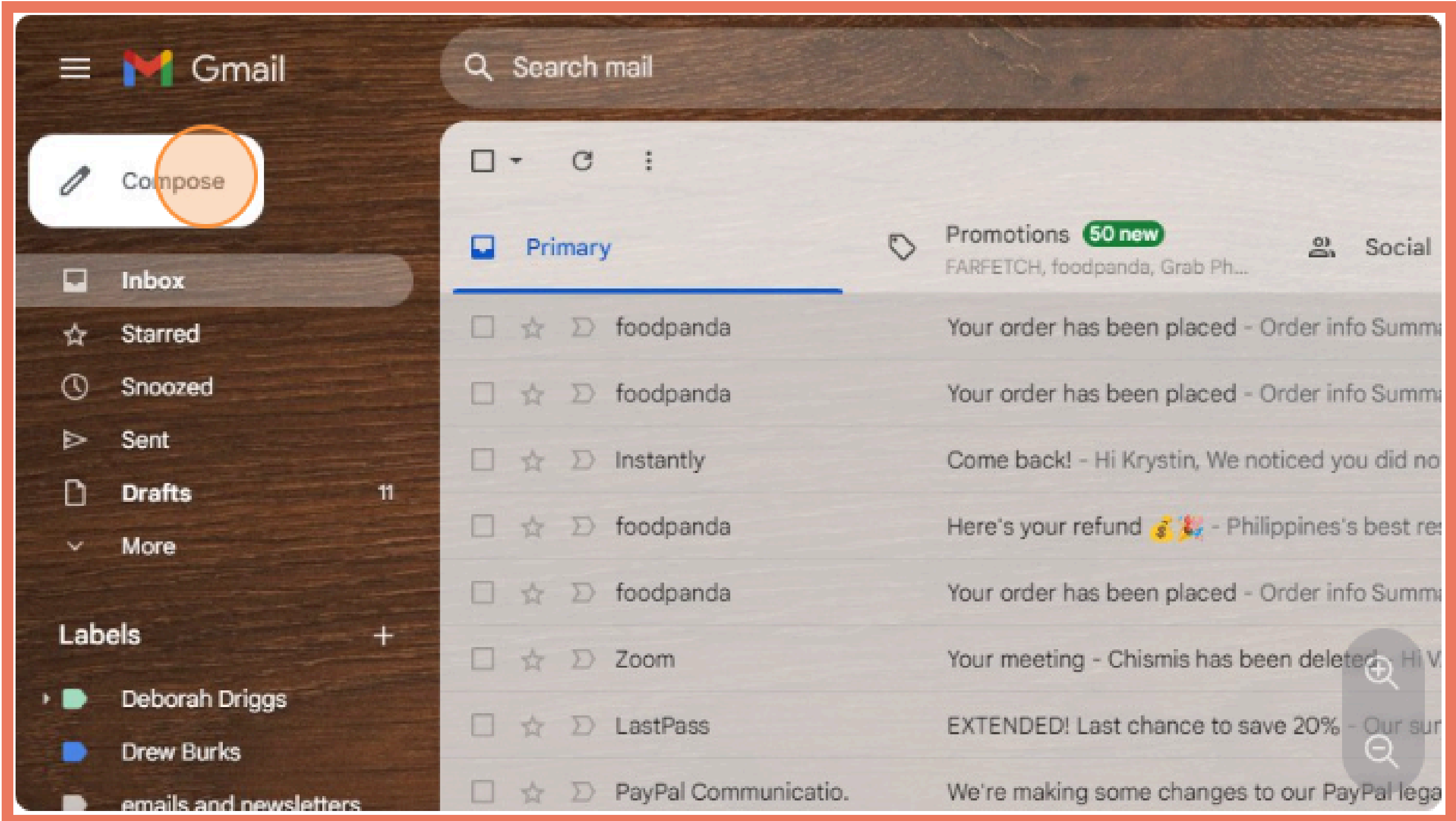
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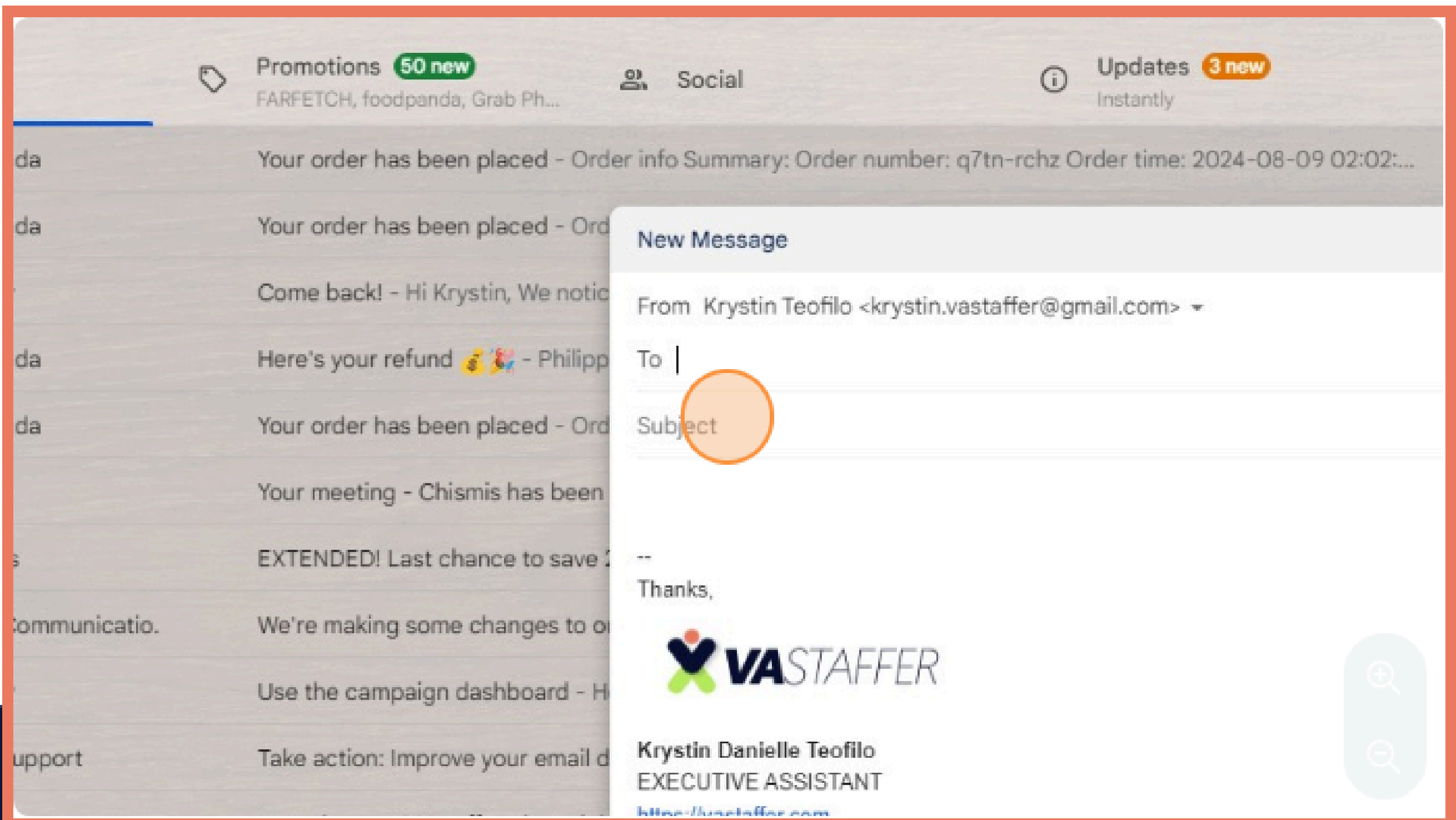
01 Go to your Gmail account. www.gmail.com

PAGE 01

02 Click "Compose"

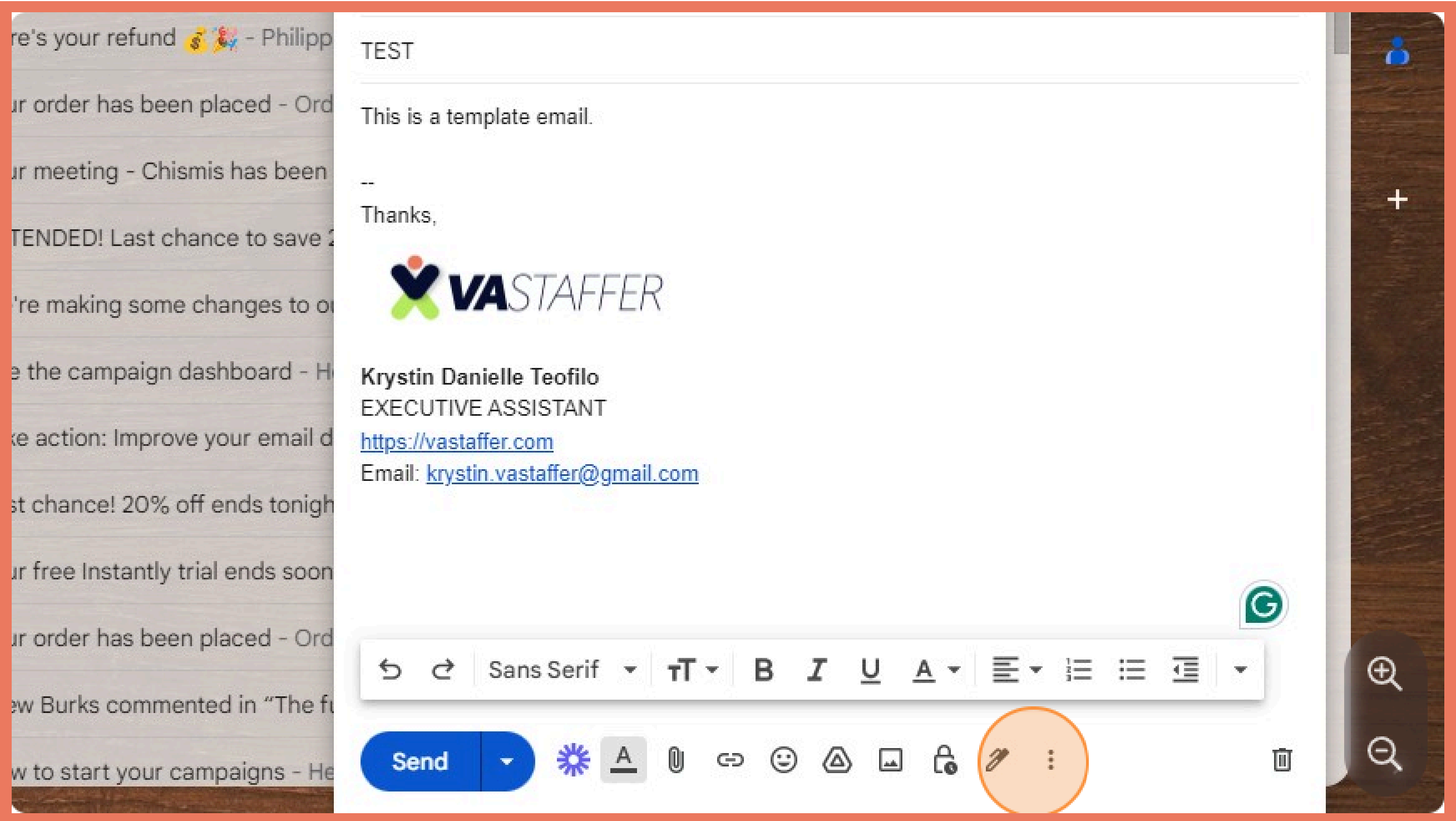


03 Click the "Subject" field. Type in the Subject you want for the template.

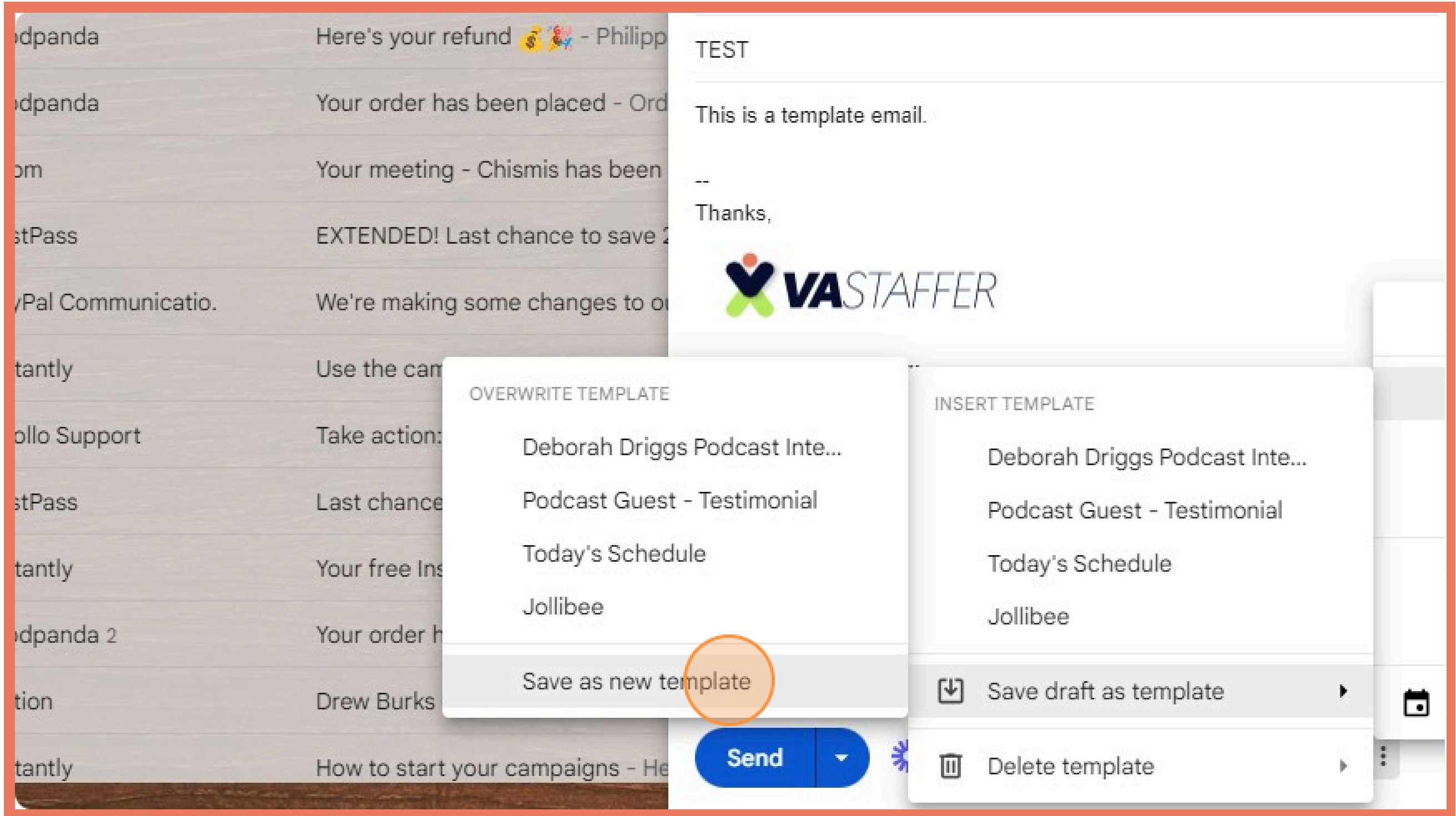


04 Click on the Body field and type in the body/content of your email template.

05 Click the three dots icon here.

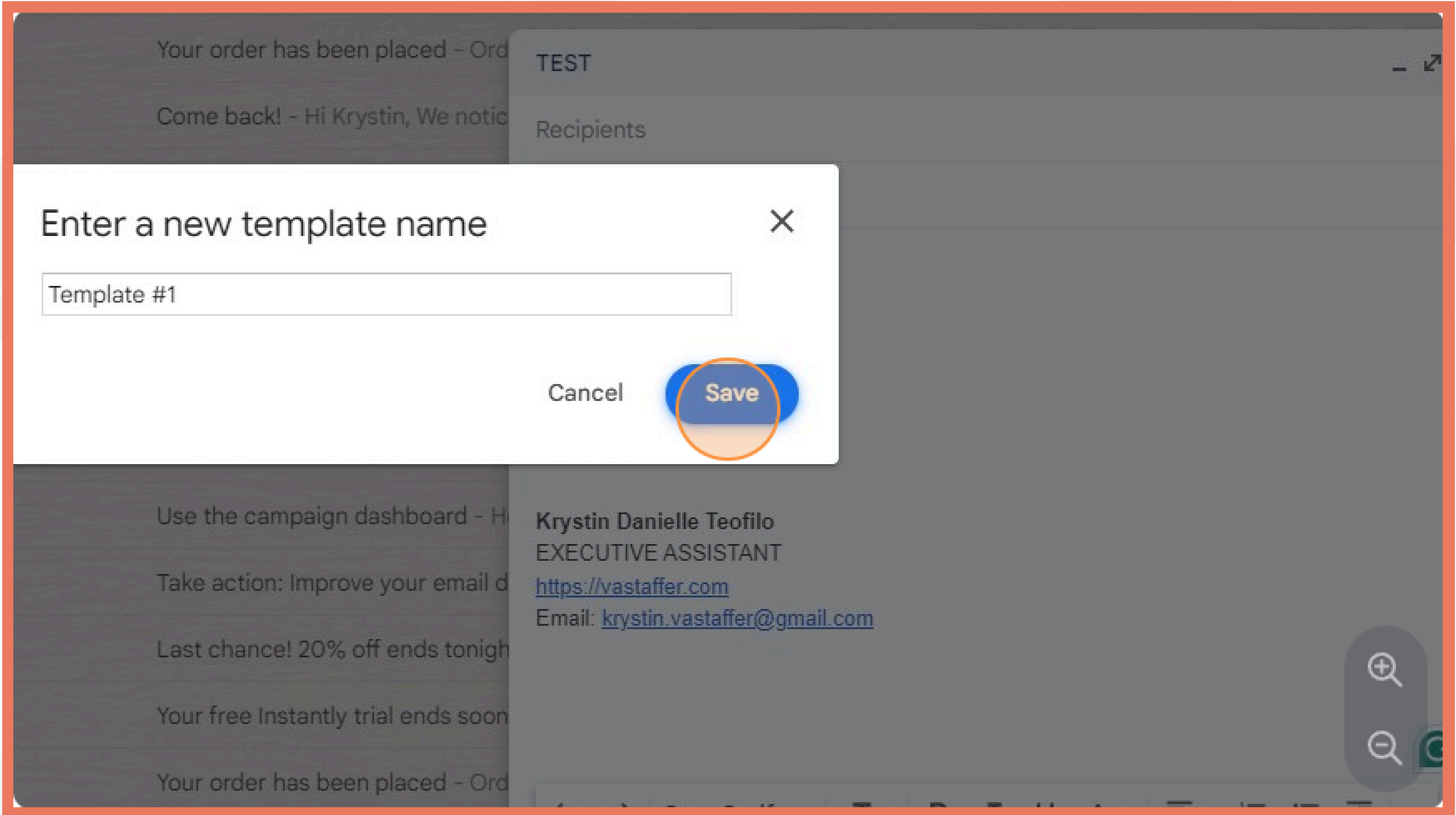


06 Click "Save as new template"

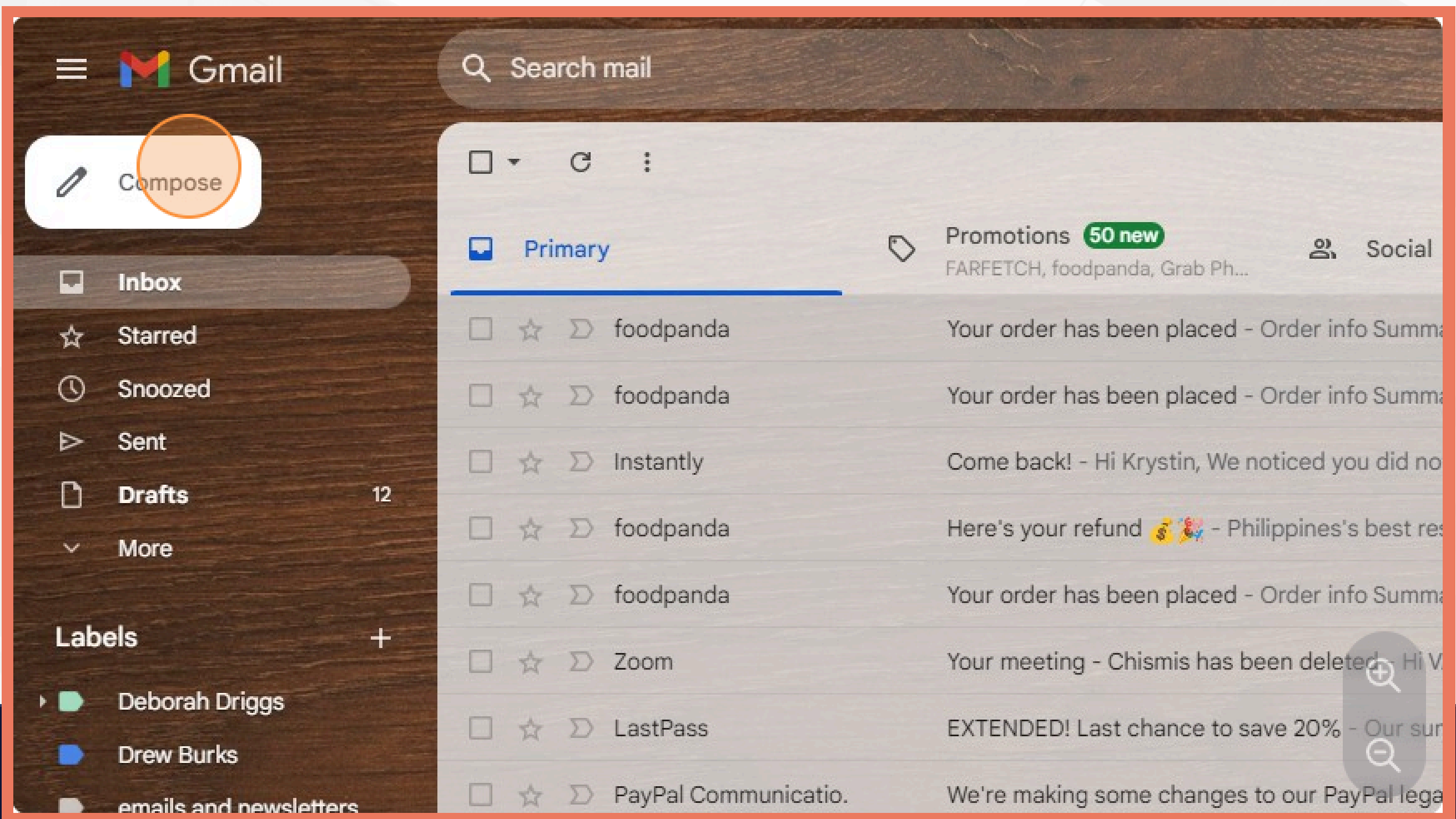


07 Type in the name of your template.

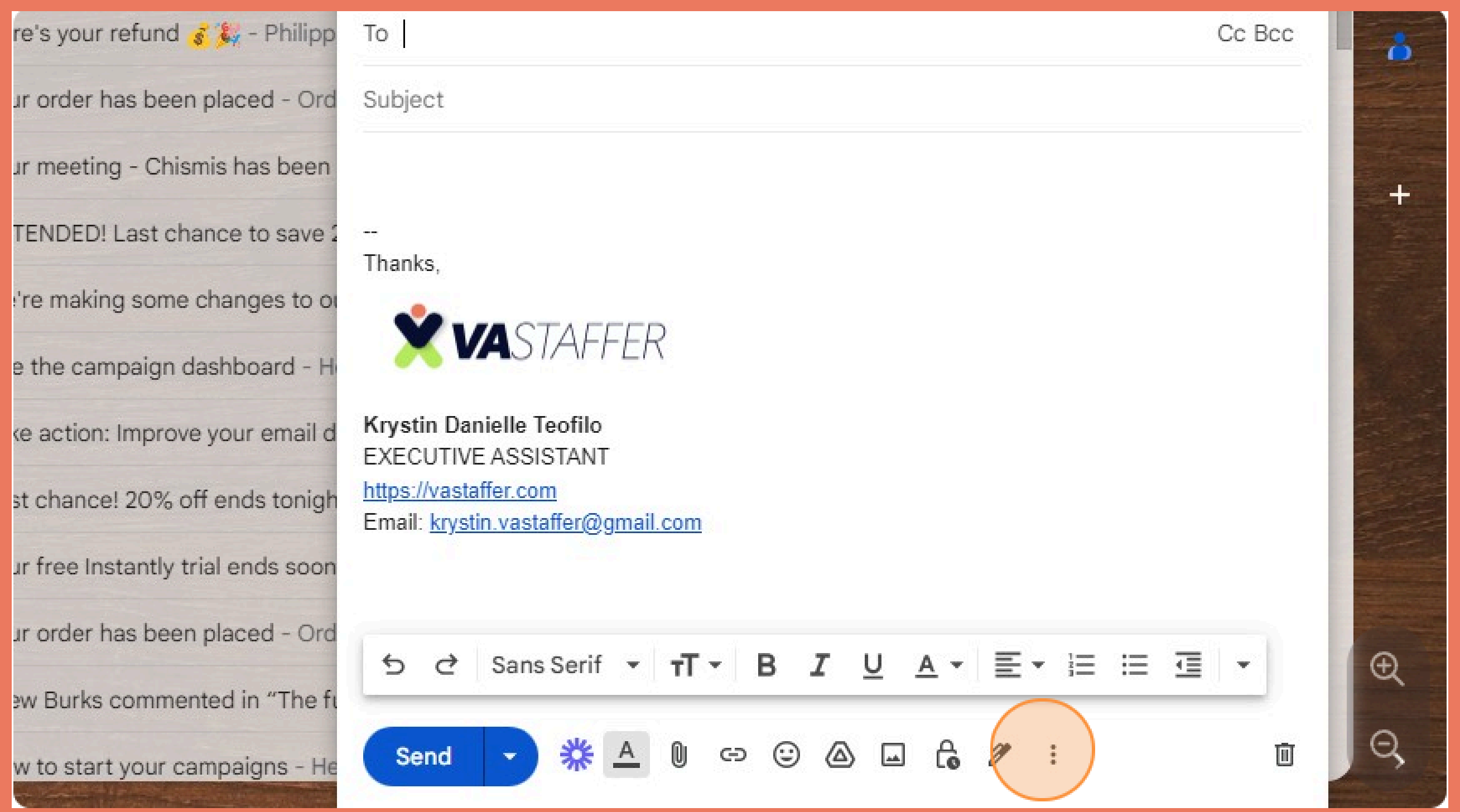
08 Click "Save"



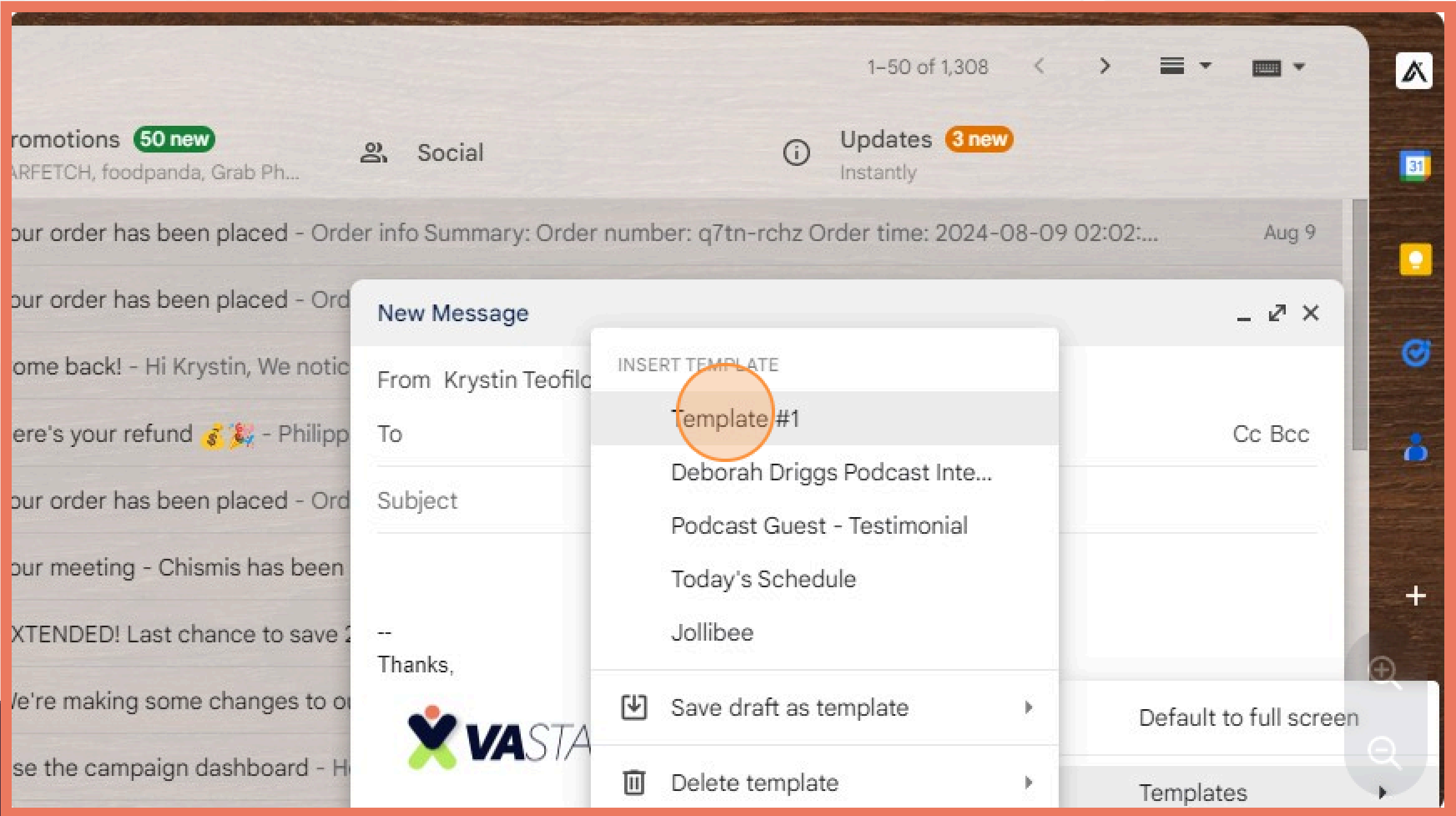
09 To use your template, click compose email.



10 Click here.



11 Click on the template you made. And send.



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Jeff J Hunter

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