



For the following, it is assumed that the user already has a google account and the computer being used is already logged in to that account.

It is quite often that in the course of a normal work day we might need to send a similar message a few times. To avoid having to re-type greetings and/or signatures it is possible to create a template.

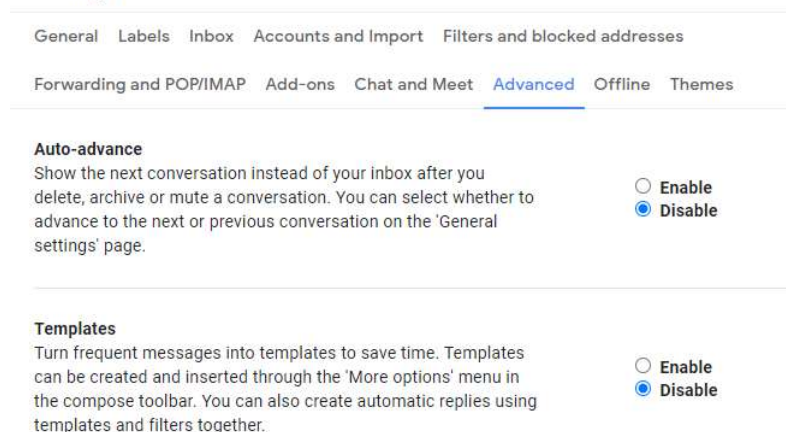
Here are the basic steps you need to take in order to: create and use an email template

1. First you have to enable the usage of templates as they are not enabled by default. In order to do that open gmail and then click the gear icon on the top right of the screen to



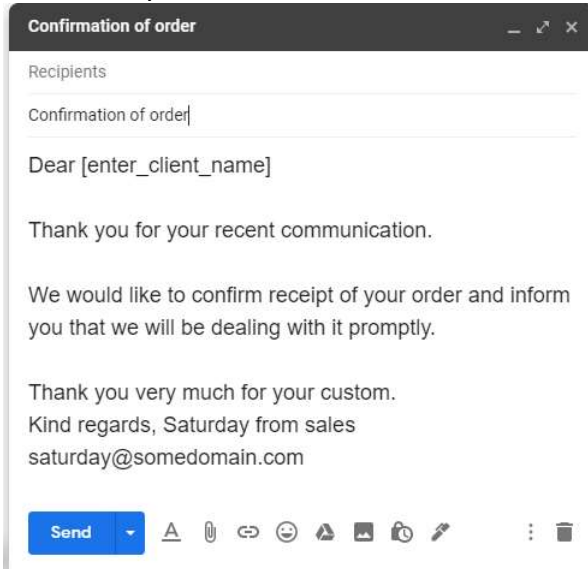
open the settings of your profile.

2. A dialog will pop-up with the quick settings click the button to 'see all settings'
3. Once in all settings select 'Accounts and Import'
4. Then select 'Advanced'. The capture below demonstrates Settings

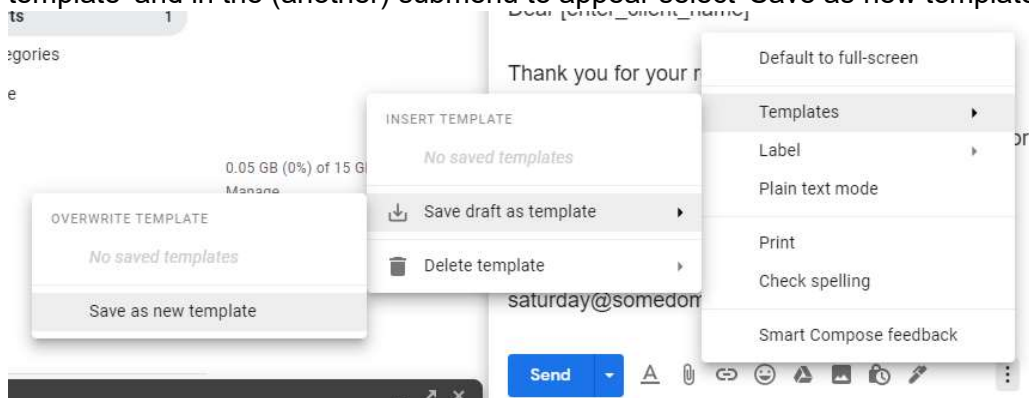


5. Now, all you have to do is tick the 'Enable' radio button in the Templates option and then scroll down and click the 'Save changes' button
6. To carry on and create a template go back to your email and start a new email message. Complete all the details that you want the template to have (i.e. common elements). The capture below shows an example. Notice how no email recipients have been entered

and how a placeholder has been created for the salutation.

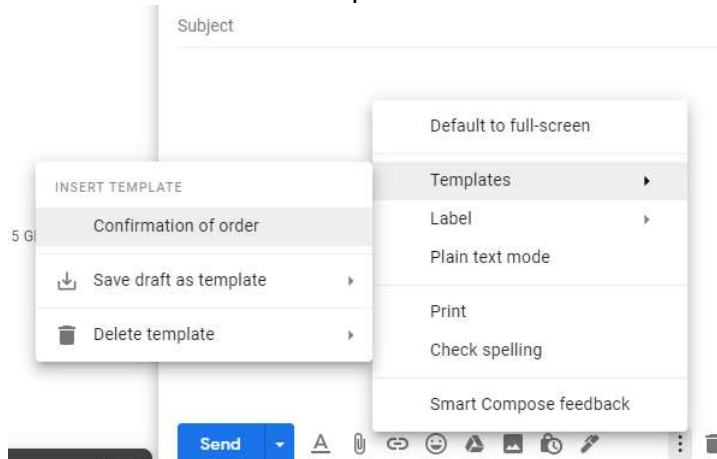


- Next, click the three little dots at the bottom right of the editor. In the popup that will appear select the 'Templates' menu; in the submenu to appear select 'Save draft as template' and in the (another) submenu to appear select 'Save as new template'.

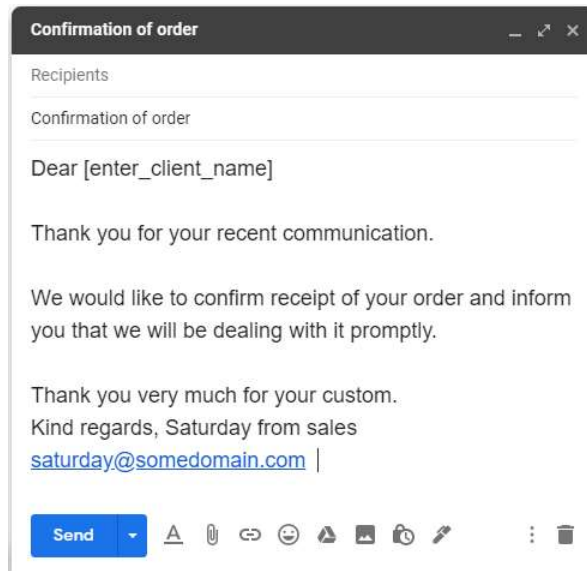


- A dialog will follow asking for a name for the template. Enter an appropriate name and click 'Save'. Now you have a ready-made template that you can use.
- Click compose to start a new message, click the 3-dots at the bottom right of the editor. Select the 'Templates' menu and in the next menu you will have the ready-made

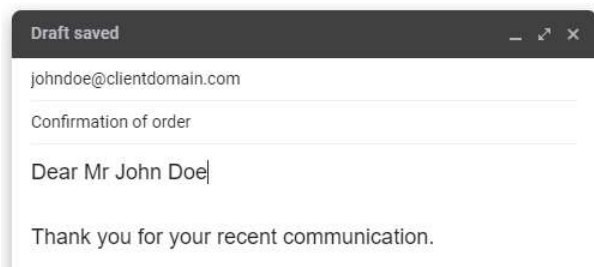
'Confirmation of order' template as demonstrated below.



10. Click on 'Confirmation of order' and the editor will fill-up with the details of the template. Notice how the email at the bottom has actually been converted to a hyperlink



11. Now all you have to do is enter the recipient's name and email address and send the message



Email templates is a very efficient way of economizing a lot of time and effort. Long winded instructions or short (but very frequent) messages can be dealt with very fast.