

Emails > All Templates

The Template Library displays all stock templates and any custom templates that are available in your Ascent360 Platform.

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Access the Templates Library

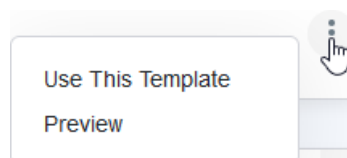
To access the Templates Library, click **Emails > All Templates** on the left-side navigation menu.

Similar to the Email Design Library, the Templates Library can be organized into folders, is searchable, and can be viewed in tile or list view.

Use Templates

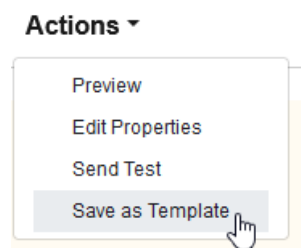
Click the **three dots** on the template and select **Use this template** to copy the template into a new design. After selecting **Use this template**, enter a **Title** and **Subject** for the design.

Select **Preview** to display a full-page preview of the email template.



Save Designs as Templates

To save an email design as a template, select **Save as Template** under the **Actions** menu in the email designer.



Enter a name for the template and click **Save Template**. If you have folders in your Templates Library, designate a folder to house the template. Otherwise, select **Create at root level**.

✓ Template has been saved. ✕