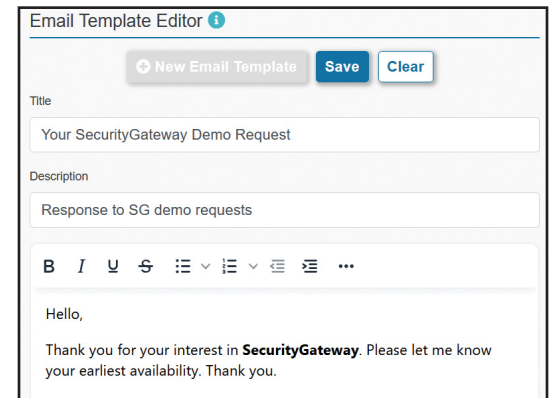# MDaemon Webmail - Email Templates

The MDaemon Webmail's Email Templates feature is used to create pre-written common messages, or regularly used blocks of text to insert into messages. There are many uses for email templates, for example, if you frequently use email drafts for commonly sent responses, or commonly used sets of instructions.

Creating an Email Template

1. If you're using the Pro theme, click on the **gear icon** at the upper right-hand corner, then click on **Email Templates** in the left-hand navigation menu.

2. Type a title for your template and a description. These are for your own reference. If the title and description fields have already pre-populated with the title and description of an already-existing template, then click **New Email Template**.

3. Enter the text that you wish to insert into a message when you use this template and Click **Save**. You can use the formatting options provided to change the color, font, or other characterisitcs. Your template will now be listed. [Figure 1-1]

Your new email template will appear in the list on the right-hand side.
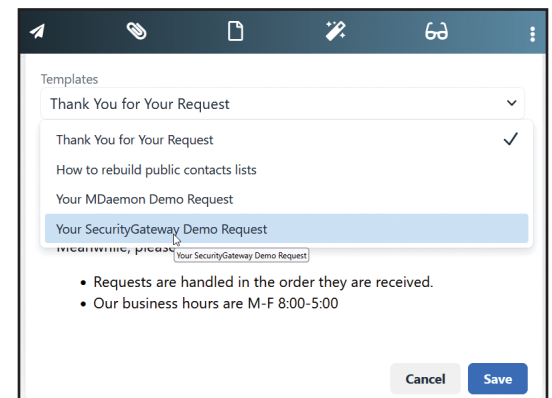
Figure 1-1

Using an Email Template

1. Click **Compose** to create a new email.

2. Fill in the **To** and **Subject** fields.

3. In the formatting bar just above the compose window, click on the "●●●" button to display the advanced compose options.

4. In the text area of the compose window, place the curser where you wish to insert the email template's text, then click on the Insert Template button: 🏛

5. In the drop-down menu, select the desired email template to add the template text to the message where your cursor is located. Your email message will now be populated with the contents of the template. [Figure 1-2]

Figure 1-2

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