

How to... Gmail templates

Gmail templates allow you to pre-write emails – including the header – so that instead of re-writing the same email over and over again, you just need to perfect it once.

Step 1 - Setting up the template

1. Compose a new email (this will be your template)
2. Click the 3 dots next to the trash can > Templates > Save draft as template > Save as new template
3. Enter your template's name and hit save

Step 2 - Using the template

1. Click "Compose" to start a new email
2. Click the 3 dots next to the trash can > Templates > Select the template you want to use
3. Amend your email as necessary and send as normal