

## Gmail Templates Instructions

### Enabling Templates in Gmail

1. Login to Gmail.
2. At the top right, click "Settings" and then click "See all settings".
3. At the top of the page, click "Advanced".
4. In the Templates section, select "Enable".
5. At the bottom, click "Save Changes".

### Creating New Templates

1. Go to <https://marcomm.fresnostate.edu/web-and-digital/internal-emails/index.html> and click on your department's template.
2. When the template appears in the browser's window, right-click on it and choose "View Page Source" (on a Mac) or "Source Code", "Source" etc. (you may see a different prompt on a different browser).
3. Highlight the code with your mouse, right-click on it and copy ALL the HTML code.
4. Go to Gmail. Click "Compose" to create a new message.
5. Delete the signature if you have it, or anything you have in the body of the message.
6. Type a small word, like "TEST" etc.
7. Highlight the word you just typed with your mouse, right-click on it and choose "Inspect".
8. The window with a code will open on the right or bottom of the page. You should see a greyed or blue area of the code. Right-click on the code anywhere in that gray or blue area it and choose "Edit as HTML".
9. Find the word you typed and highlight it with your mouse. Right-click on it and choose "Paste".
10. Click away in the white space of the "Inspect" window. The template should appear in your message window.
11. Click on three vertical dots at the bottom right of the message window and go to "Templates" – "Save draft as template" – "Save as new template."
12. Name your template so you can easily find it in the future.
13. Close the message window. At this point you're done creating the template.

## **Sending a new message**

1. Open Gmail. Click “Compose”.
2. Delete any text or your signature in the new email message window.
3. Click on three dots at the bottom right of the message window and choose “Templates” – “Your template’s name”. The template should appear in your email message.
4. Replace the header, body of the email and the signature text in the template. Be careful not to delete the header or footer. If the text doesn’t look right or comes up in a different or wrong size, you can use Gmail’s text editor to correct or edit the text.
5. Change the header of the email, add recipients and you’re ready to go.