



# STEP-BY-STEP GUIDE FOR SETTING UP EMAIL TEMPLATES ON GMAIL

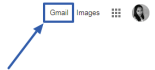


**MARKETING**  
**CHEATGUIDES**

# Step 01

Go to your Gmail Account.

[About](#) [Store](#)



Google

Google Search

I'm Feeling Lucky

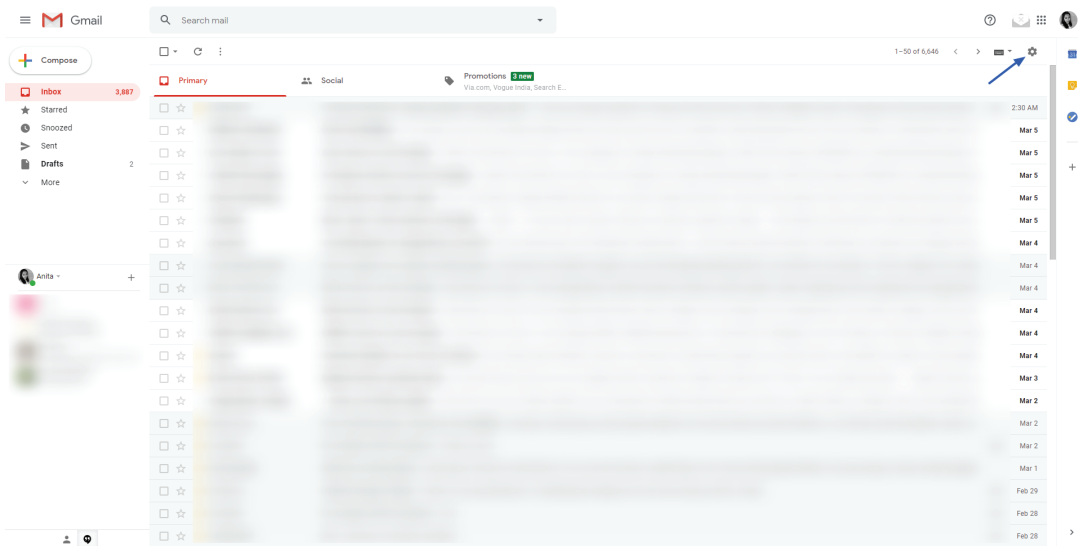
[Advertising](#) [Business](#) [How Search works](#)

[Privacy](#) [Terms](#) [Settings](#)



# Step 02

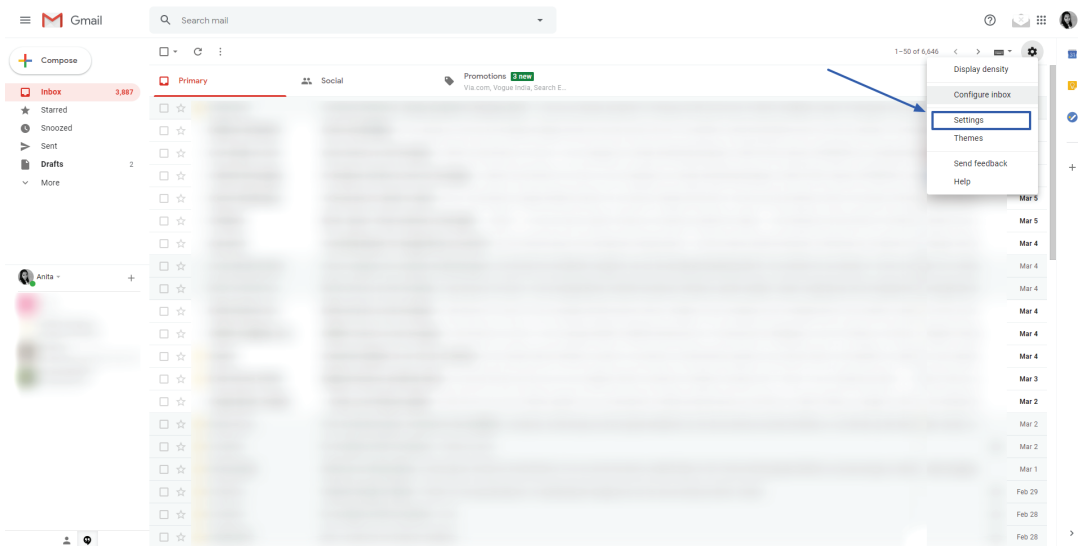
Click **"Settings"** ⚙️ .





# Step 03

Select **"Settings"**.





# Step 04

At the top, click **“Advanced”**.

**Gmail Settings - Advanced**

- Language:**
  - Gmail display language: English (US) | Change language settings for other Google products
  - ☒ Enable input tools - Use various text input tools to type in the language of your choice - [Edit tools](#) - [Learn more](#)
  - ☒ Right-to-left editing support off
  - ☐ Right-to-left editing support on
- Phone numbers:**
  - Default country code: India
- Maximum page size:**
  - Show 50 conversations per page
- Undo Send:**
  - Send cancellation period: 5 seconds
- Default reply behavior:**
  - ☐ Reply
  - ☒ Reply all
- Hover actions:**
  - ☒ Enable hover actions - Quickly gain access to archive, delete, mark as read, and snooze controls on hover.
  - ☐ Disable hover actions
- Send and Archive:**
  - ☒ Show "Send & Archive" button in reply
  - ☒ Hide "Send & Archive" button in reply
- Default text style:**
  - (Use the "Remove formatting" button on the toolbar to reset the default text style)
  - Sans Serif | Font size: 14 | Bold | Italic | Underline
  - This is what your body text will look like.
- Images:**
  - ☒ Always display external images - [Learn more](#)
  - ☐ Ask before displaying external images - This option also disables dynamic email.
- Dynamic email:**
  - ☒ Enable dynamic email - Display dynamic email content when available. [Developer settings](#)
- Autocorrect:**
  - ☒ Autocorrect on
  - ☐ Autocorrect off
- Smart Compose:**
  - (predictive writing suggestions appear as you compose an email)
  - ☒ Writing suggestions on
  - ☐ Writing suggestions off
  - [Feedback on Smart Compose suggestions](#)



# Step 05

In the Templates section, select Enable.

The screenshot shows the Gmail 'Settings' page with the 'Advanced' tab selected. The 'Templates' section is highlighted with a blue arrow pointing to the 'Enable' radio button. The 'Auto-advance' section is also visible, showing the 'Enable' radio button selected. The 'Custom keyboard shortcuts' section shows the 'Enable' radio button selected. The 'Right-side chat' section shows the 'Enable' radio button selected. The 'Unread message icon' section shows the 'Enable' radio button selected. At the bottom, there are 'Save Changes' and 'Cancel' buttons.

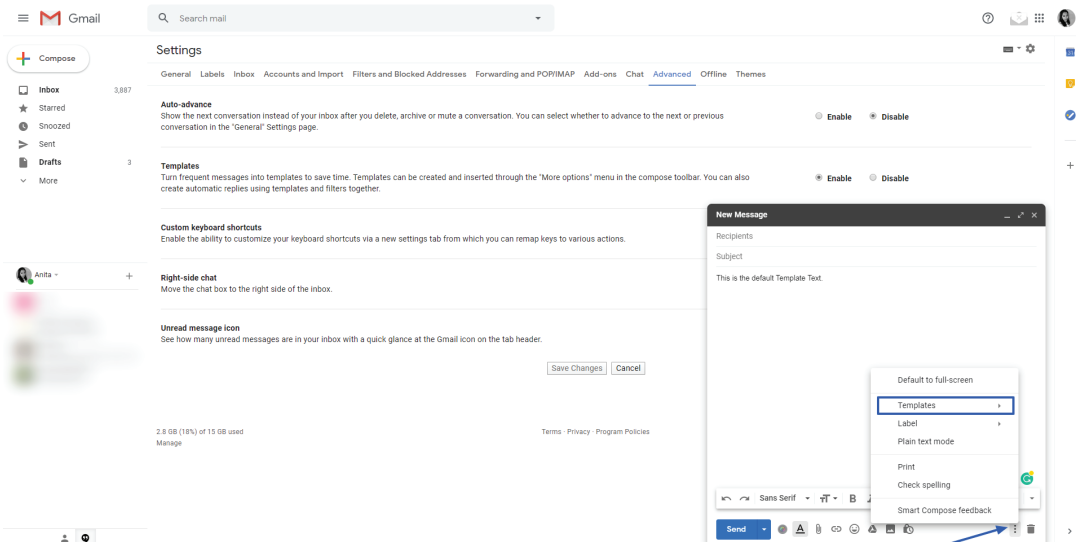
At the bottom, click Save Changes.



# Step 06

## Create or Change Templates

1. Open Gmail and click **"Compose"**.
2. In the Compose window, enter your template text.
3. Click More **"More"** and then **"Templates"**.

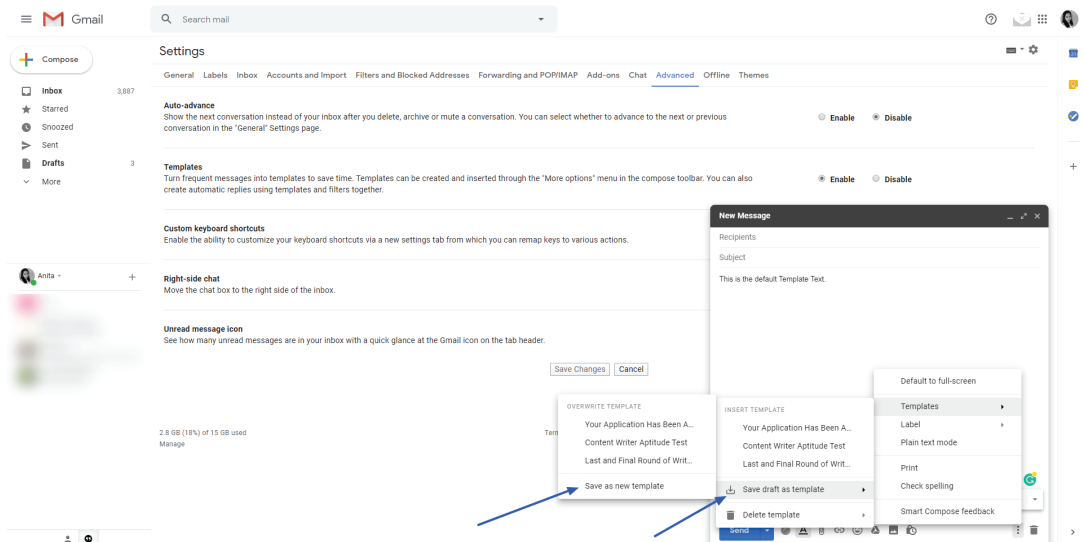




# Step 07

## 4. Choose an option:

To create a new template, click **“Save draft as template”** and then **“Save as new template”**.

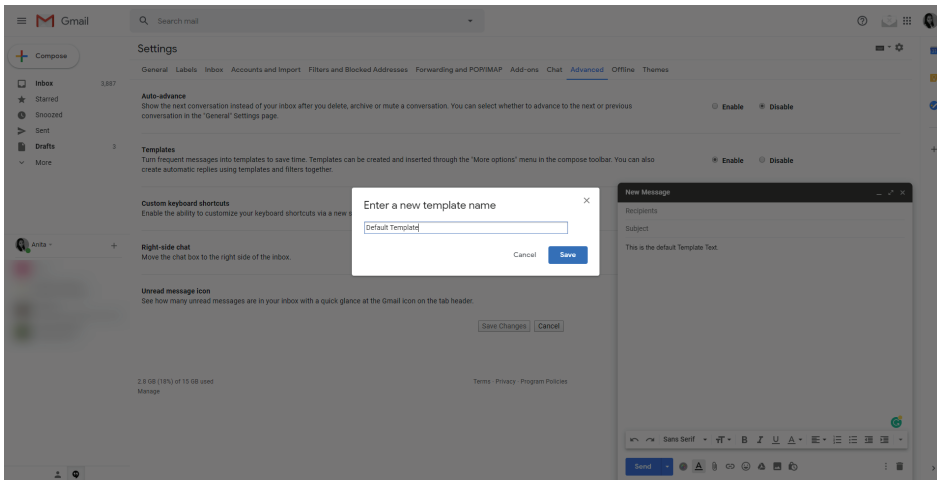






# Step 08

To change a previously saved template, click **“Save draft as template”** and under Overwrite Template, choose a template and click **“Save”** to overwrite it.

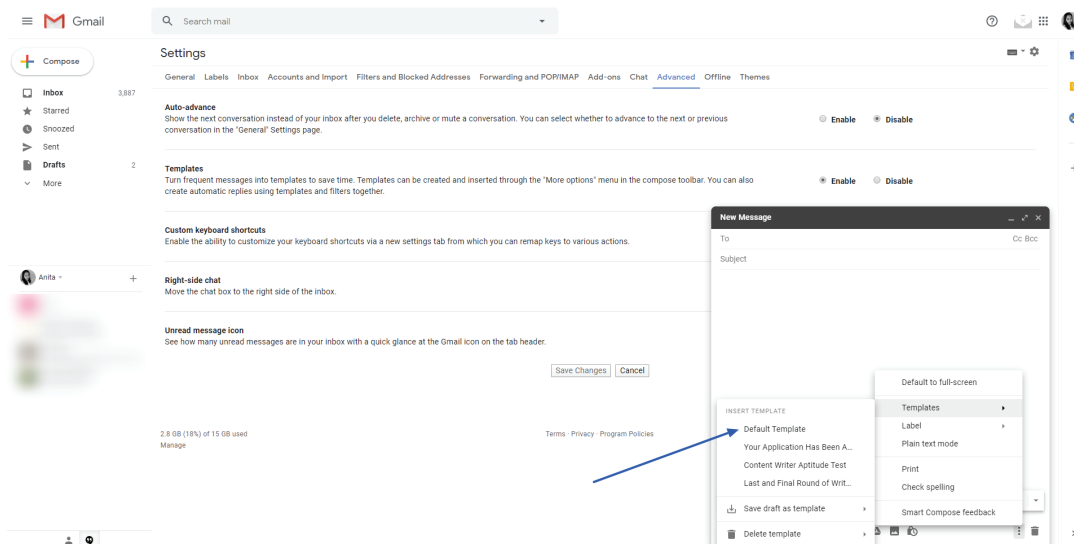




# Step 09

## Insert templates

1. Open Gmail and click **"Compose"**.
2. Click **"More"** and then **"Templates"**.
3. To insert a template, under **"Insert template"**, choose a saved template to insert in your email.





# Step 10

4. Compose the rest of your message and click Send.

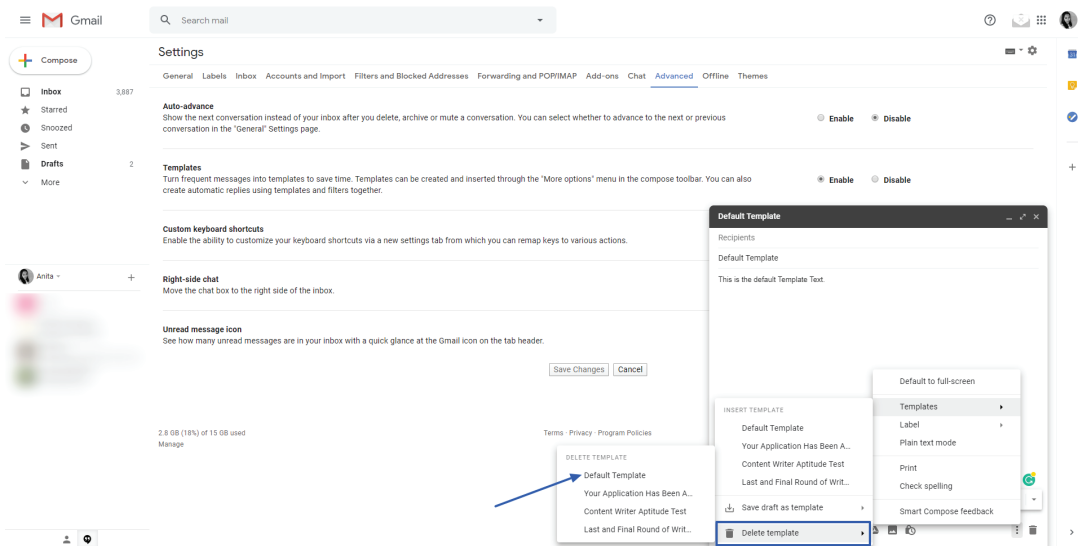
The screenshot shows the Gmail 'Settings' page. The 'General' tab is selected. Under the 'Auto-advance' section, the 'Enable' radio button is selected. Under the 'Templates' section, the 'Enable' radio button is also selected. A 'Default Template' dialog box is open in the foreground, showing the text 'This is the default Template Text.' with a blue arrow pointing to it. The dialog box has a 'Send' button at the bottom left. The background settings page includes sections for 'Custom keyboard shortcuts', 'Right-side chat', and 'Unread message icon'. At the bottom of the settings page, there are 'Save Changes' and 'Cancel' buttons, and a status bar showing '2.8 GB (18%) of 15 GB used'.



# Step 11

## Delete Templates

1. Open Gmail and click **"Compose"**.
2. Click **"More"** and then **"Templates"**.
3. To delete a template, click **"Delete template"**, choose the template you want to delete, and click **"Delete"**.



You did it!

If you face any issues with the set up, please reach out to us at [www.marketingcheatguides.com/contact-us](http://www.marketingcheatguides.com/contact-us).

**Thank you.**