

This topic explains how to create a default email message that you can use when sending subscription or manual emails from Flexmls.

Create a New Template

1. On a search results screen, click the **Email** button.


Note: You can also access the email message panel by editing a subscription.

2. Type the subject and message body that you want to save for future use.
3. Click the **Options** link next to the Templates field. If you have not yet saved an email template, the only option will be **Save as New**.



Message

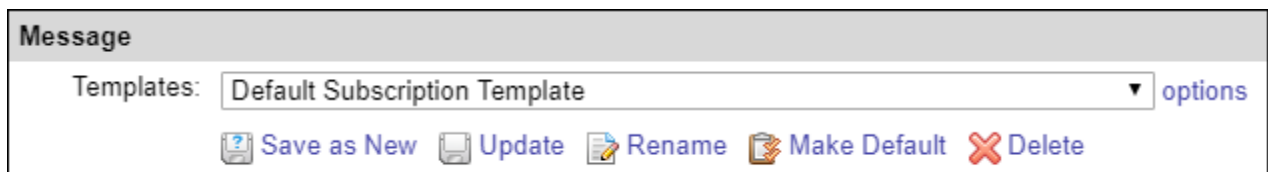
Templates: You currently have no saved e-mail templates [options](#)

 Save as New

Subject:






Message body:

4. Click the **Save As New** button and enter a name for the template. The new template will become available in the Templates drop-down list.
5. To set the new template as the default, make sure it is selected in the Templates list and click the **Make Default** button.



Message

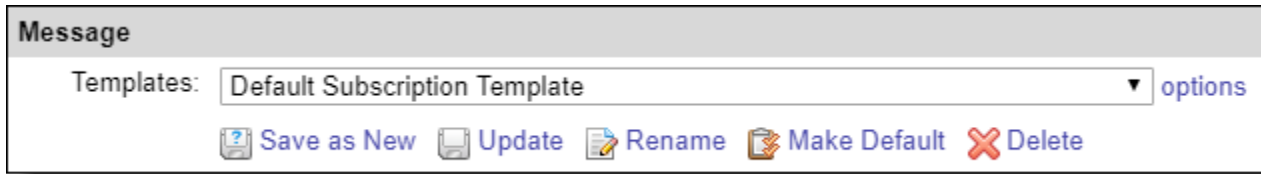
Templates: [options](#)

 Save as New  Update  Rename  Make Default  Delete

The next time a manual or subscription email is sent from Flexmls, the subject and message body from the template will be used by default. When you are composing a manual email, you can always select a different template or type a custom message.

Template Options

Use the template options to modify existing email templates.



The following options are available:

- **Save as New** - Create a new template using the subject line and message body that are currently displayed.
- **Update** - Save changes to the currently selected template.
- **Rename** - Rename the currently selected template.
- **Make Default** - Set the currently selected template as the default for manual and subscription emails.
- **Delete** - Completely remove the currently selected template.