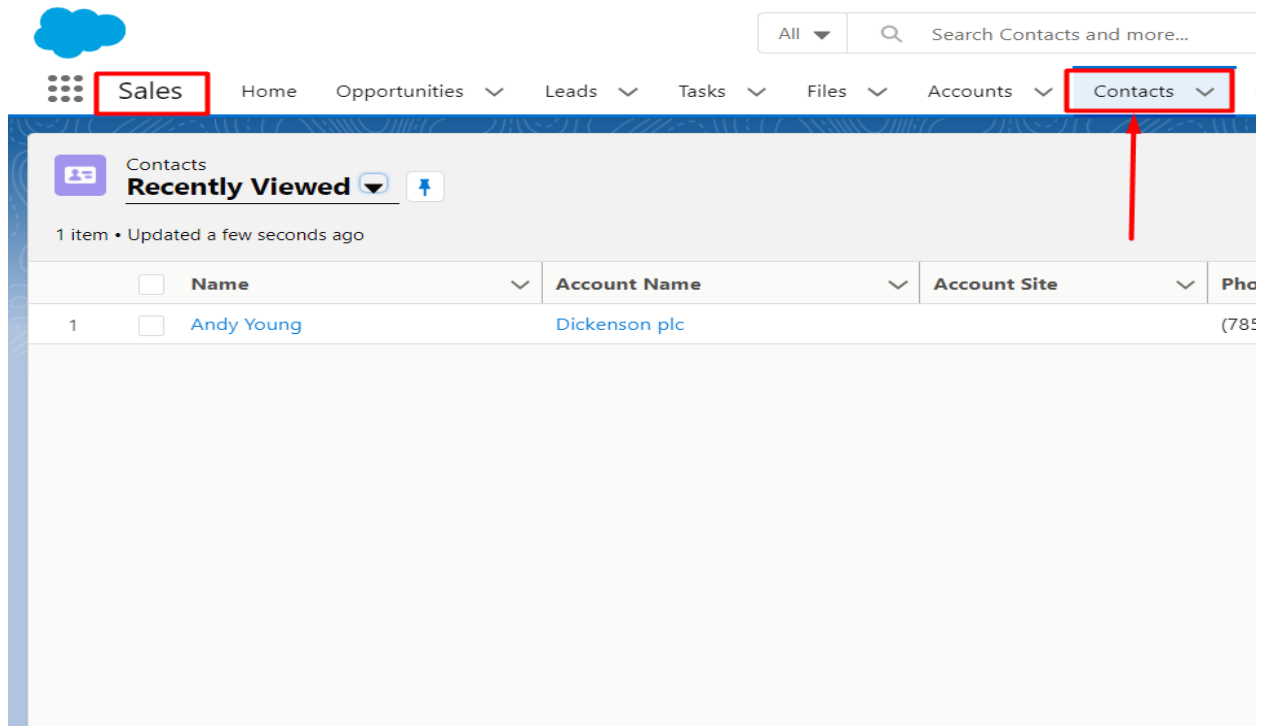
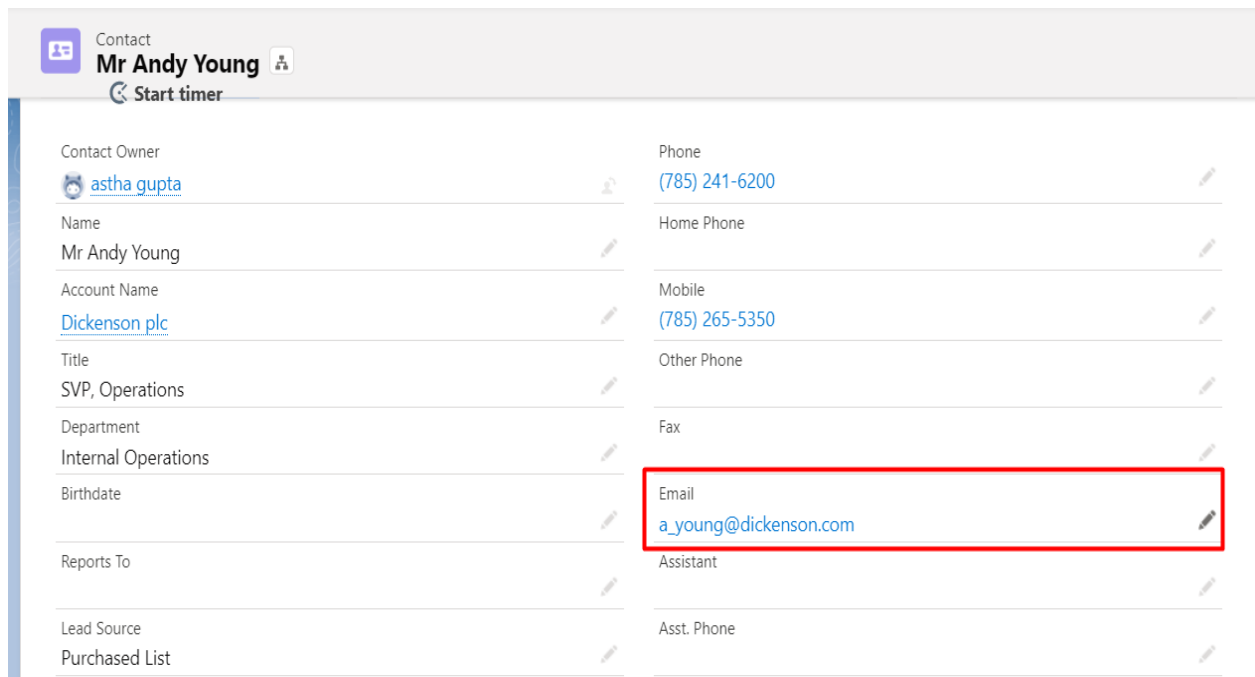


Step 1: The first step in sending an email using the email template is to open the salesforce app launcher and select the contact tab.



Step 2: After selecting the contact tab, open a contact, click on details and update an email ID so that we will be able to send an email.



Step 3: Now moving to the activity you will see that the email option is available. As you scroll down here you can use the email template that we created.

Activity Chatter

New Task Log a Call New Event **Email**

* From astha gupta <aishagupta12377.ak@gmail.com>

To Andy Young X Cc

Bcc

Subject Enter Subject...

Font Size B I U A Image

1= 2= Bulleted List Numbered List Indented List Link Comment

Step 4: So to use the email template as you scroll down you will see the option is available. Click on it.

Powered by Salesforce
<http://www.salesforce.com/>

Insert, create, or update template

Link Code Template Eye Trash Share

Related To

Search Accounts... Send

Filters: All time • All activities • All types

Step 5: After clicking on it click on insert template and select the template that we created once you select the template you will see all the things are auto-filled and now you can just click on send to send this email.

Insert Email Template

Select a template for: Contacts Leads

All Classic Templates ▼ All ▼ Search templates...

Manage classic email templates in Setup.

Name	Description	Template Folders
Sample email template	This is my first email template	Unfiled Public Classic Email Templates
Support: Self-Service	Notification of new password when self-service password is re...	Unfiled Public Classic Email Templates
Support: Self-Service New Login and Password	Notification of login and password to new self-service user	Unfiled Public Classic Email Templates
Support: Case Assignment Notification	Notification to rep when case is auto-assigned	Unfiled Public Classic Email Templates
Support: Case Created (Phone Inquiries)	Notification to customer about case created through phone call	Unfiled Public Classic Email Templates
SUPPORT: Self-Service Reset Password (SAMPLE)	Notification of new password when Self-Service password is re...	Unfiled Public Classic Email Templates
Support: Escalated Case Reassignment	Case reassignment email to new case owner on escalation	Unfiled Public Classic Email Templates
Support: Escalated Case Notification	Notification email on case escalation	Unfiled Public Classic Email Templates
Marketing: Product Inquiry Response	Standard email response to website product inquiries	Unfiled Public Classic Email Templates
Support: Case Response	Standardized template for responses to customer inquiries	Unfiled Public Classic Email Templates
Sales: New Customer Email	Email to new customers	Unfiled Public Classic Email Templates
SUPPORT: Self-Service New User Login Information (SAMPLE)	Notification of login and password to new Self-Service user	Unfiled Public Classic Email Templates

Subject Hello! there

Font ▼ Size ▼ **B** *I* U A ▼

Hi, Andy!

Welcome email

Thanks.

Insert, create, or update template

Related To

Search Accounts...

Send