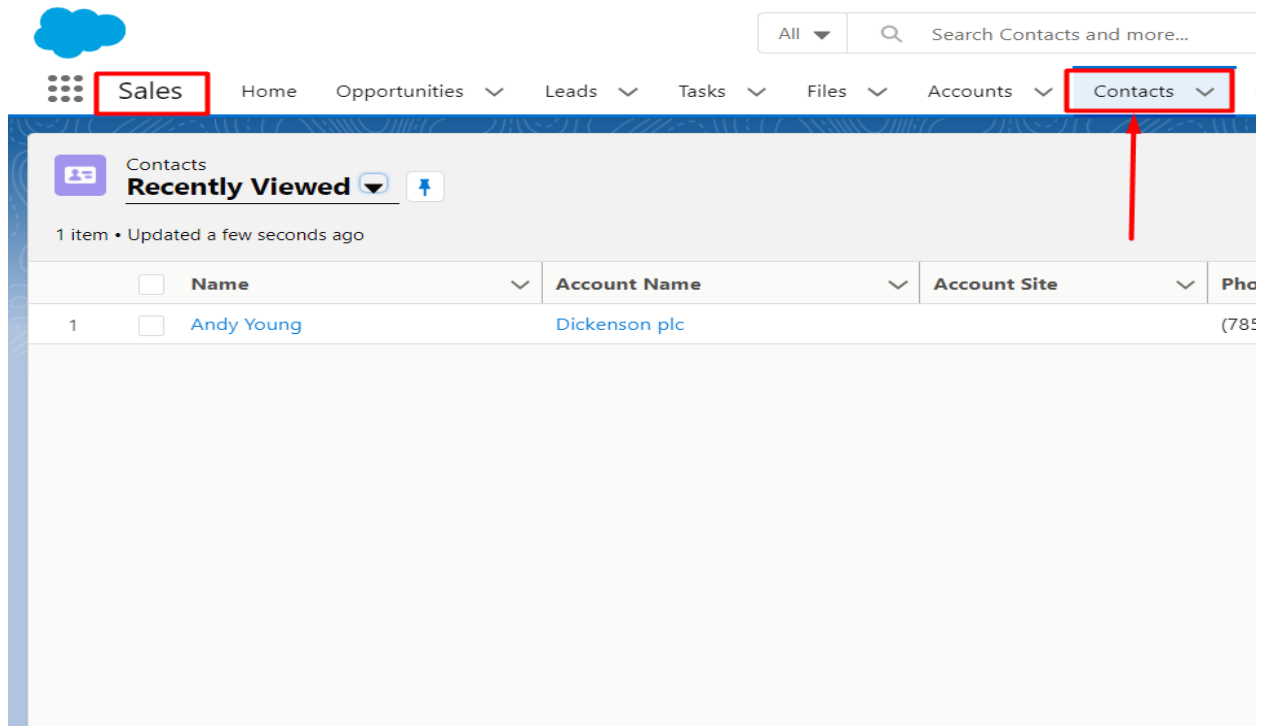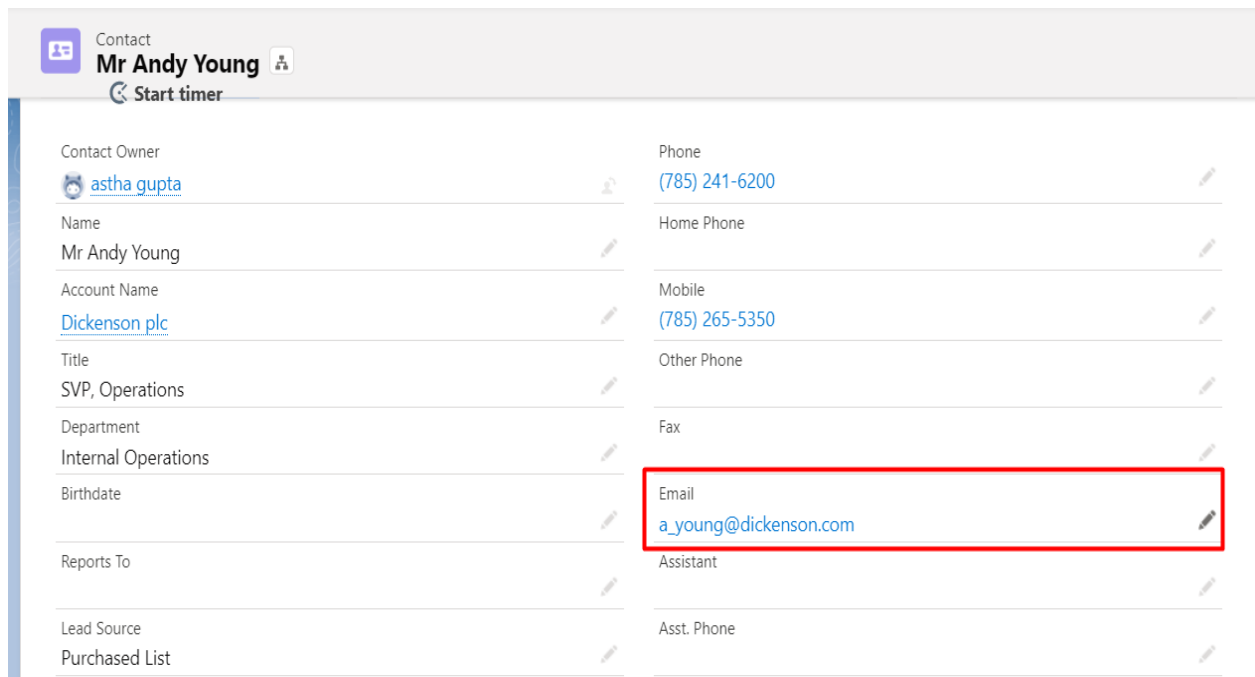**Step 1:** The first step in sending an email using the email template is to open the salesforce app launcher and select the contact tab.

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.

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

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.