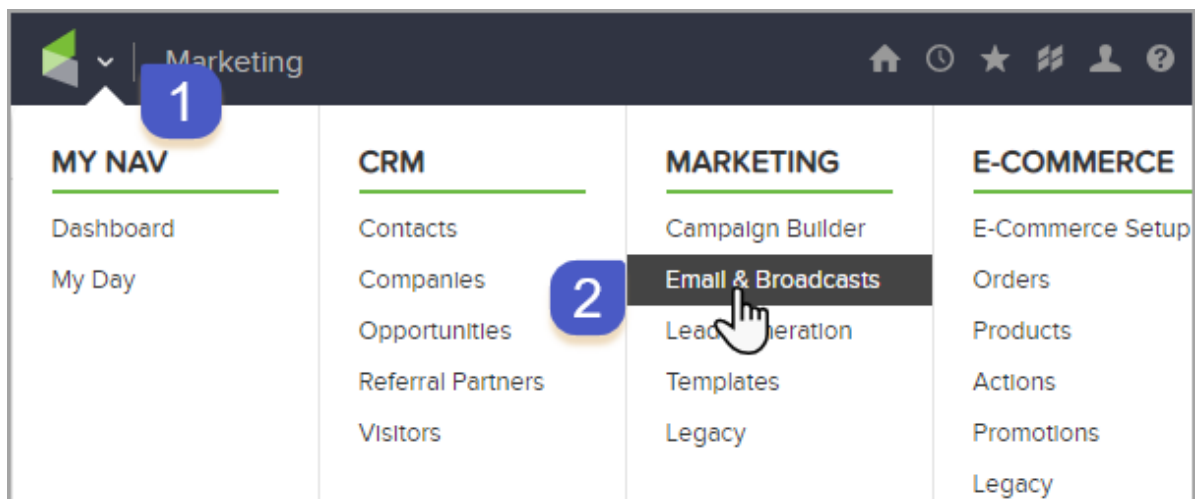


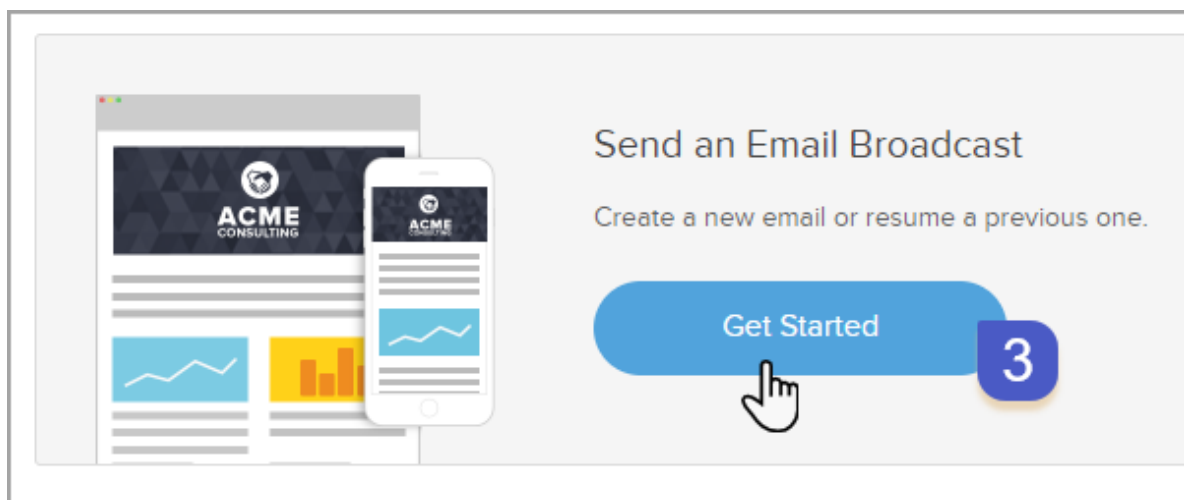
Import Legacy Template🔗

Here are the steps to Import a Legacy Email Template into the current Email Builder.

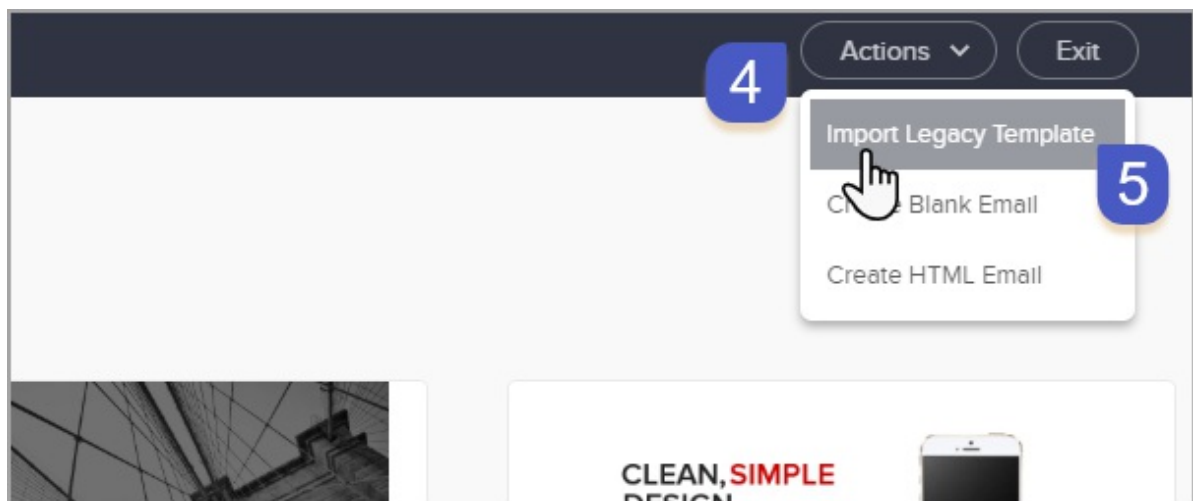
1. Go to Nav > Marketing > Email & Broadcasts



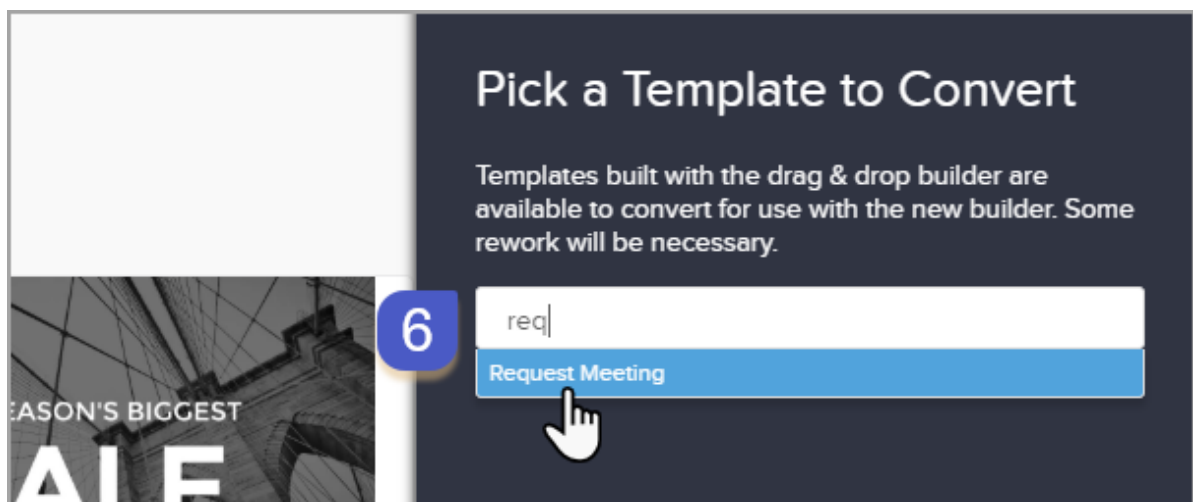
2. Click "Get Started"



3. From the top right click "Actions" drop down and select "Import Legacy Template"



4. You can either scroll through the available templates or simply type the name of the template.



5. Click "Convert template"

Templates built with the drag & drop builder are available to convert for use with the new builder. Some rework will be necessary.

Request Meeting

[Having trouble viewing this email? Click here](#)



alwayshelpful

My name is [Name] and I am contacting you on behalf of [company name], which is [describe company activities].

I appreciate if we can meet at a mutually convenient time to talk about [topic/topics].

Thank you for your consideration and your time. I am looking forward to meet you.

~LoggedInUser.HTMLSignature~

If you no longer wish to receive our emails, please contact me or click the link above:

[Unsubscribe](#)

~Company.HTML.CanSpamAddressBlock~

Convert Template



7

Note: If your email was created though the "Classic Email Broadcast" it cannot be converted. You can either rebuild it in the current Email Builder or go to Nav > Marketing > Templates to create a template to convert. Either way you would need to rebuild the email.

Other Broadcasts



Classic Email Broadcast



Fax



Fulfillment List



Voice Broadcast



Letter



Queued Fulfillment List