

# Everyday Tech Tip #1: Gmail Templates

Email. No matter whether you love it or hate it, it is a part of the office routine for many. However, there are ways to make it less time consuming. One of those ways is through the use of templates for emails that need to be sent frequently using standard wording. Today, we will focus on how to create templates in Gmail. Then, we will be back next time with directions for Outlook.

Last updated on January 31, 2023.

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