# How to Clone a DMS Mail Template

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#### **Donor Management System**

The DMS has a built-in DMS Mail (bulk email tool) that can be used for your newsletters, announcements, and any mass communications with your Contacts and donors.

-> Start by learning how to craft and send a Bulk Email.

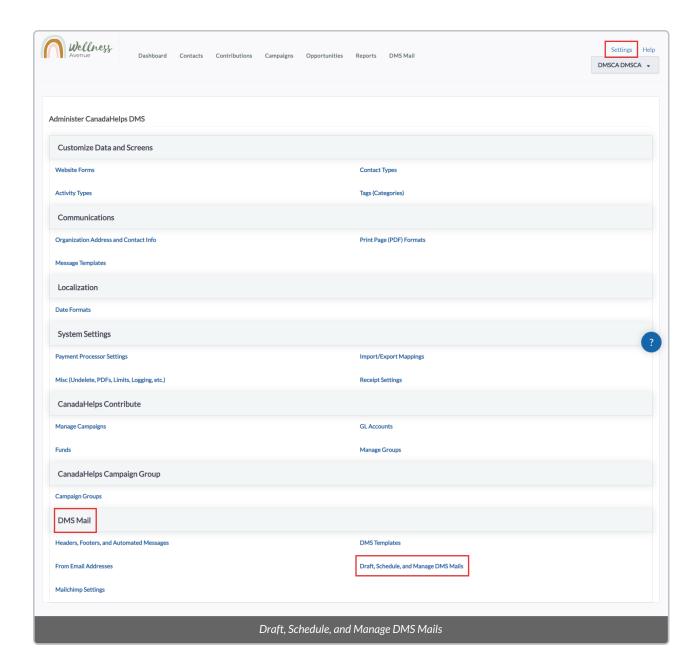
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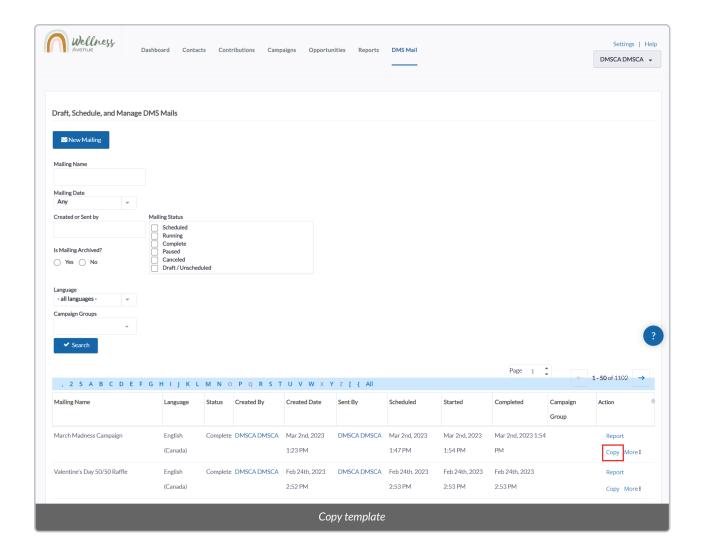
### Re-Using Your DMS Mailing

Once you've successfully created and sent your DMS Mail, if applicable, you can save time on future mailings by reusing it.

- 1. Visit your Administrative Settings.
- 2. Under DMS Mail, select Draft, Schedule, and Manage DMS Mails



3. On the next page, you will see a list of all of your previously sent Mailings. Select *Copy* button to start crafting a duplicated version of your desired Mailing.



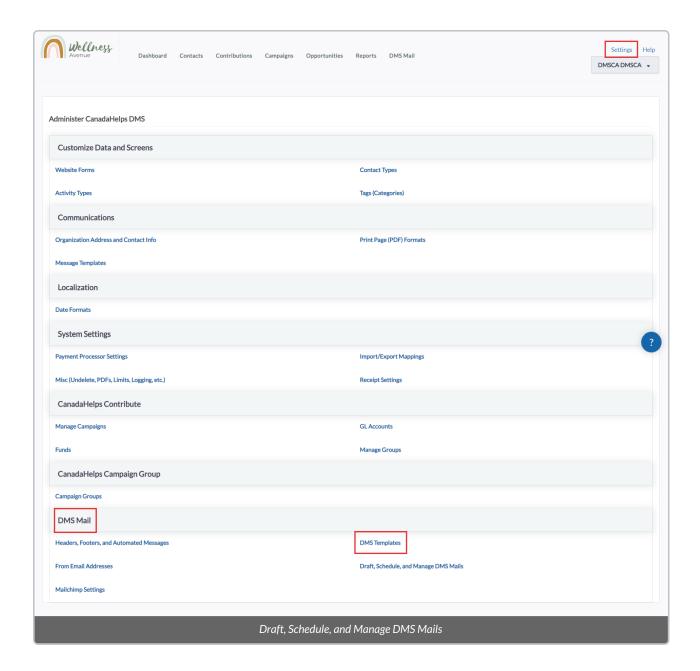
4. This will duplicate the entire Mailing (i.e., Stages 1-3). However, you will be able to update the Subject, Name, Group recipients, and content/design of this Bulk Email.

---> Learn more about sending your Bulk Email here.

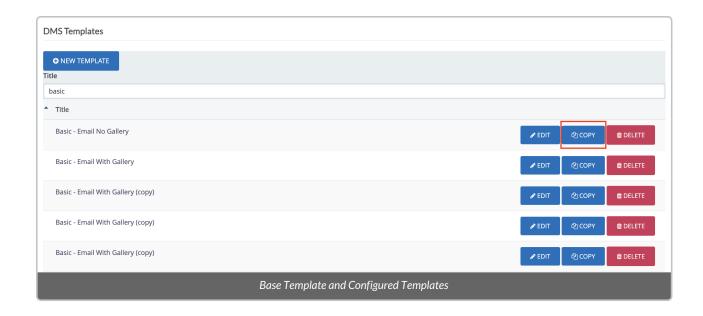
## Copying a DMS Mail Template

You can also clone an existing DMS Mail Template and make modifications to it for future use.

- 1. Visit your Settings.
- 2. Under DMS Mail, select DMS Templates



2. Next, select *Copy* on the template you want to copy; this will open the copied template in the editor and you can proceed to modify the design.



3. Follow our Design Guide to modify this Bulk Email Template. Then, select *Save* for future use and re-use. This new template will be available for selection when sending your next Bulk Email (DMS Mail).

