How to Clone a DMS Mail Template

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 re-using it.

1. Visit your **Administrative Settings**.

2. Under **DMS Mail**, select **Draft, Schedule, and Manage DMS Mails**

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**

Draft, Schedule, and Manage DMS Mails

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.

Base Template and Configured Templates

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).

Save your New Template