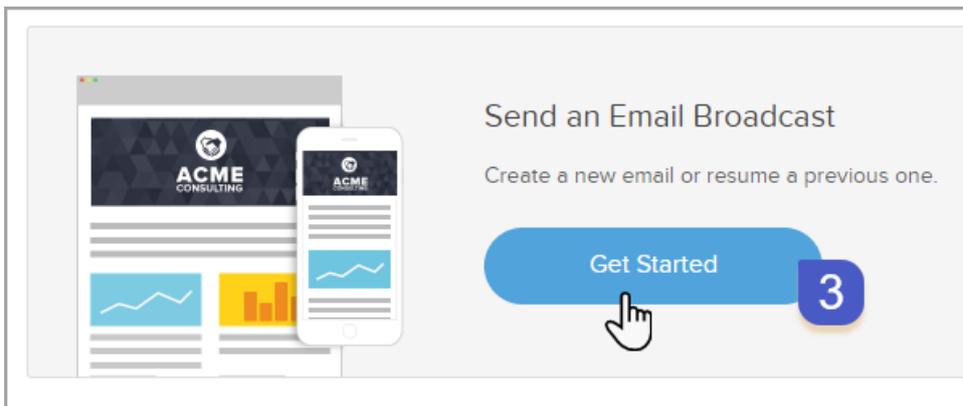


Import Legacy Template 🔗

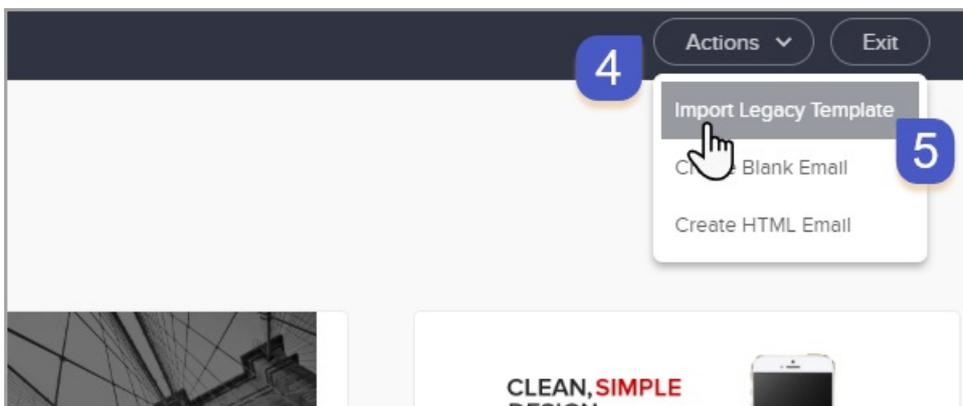
This article applies to:

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

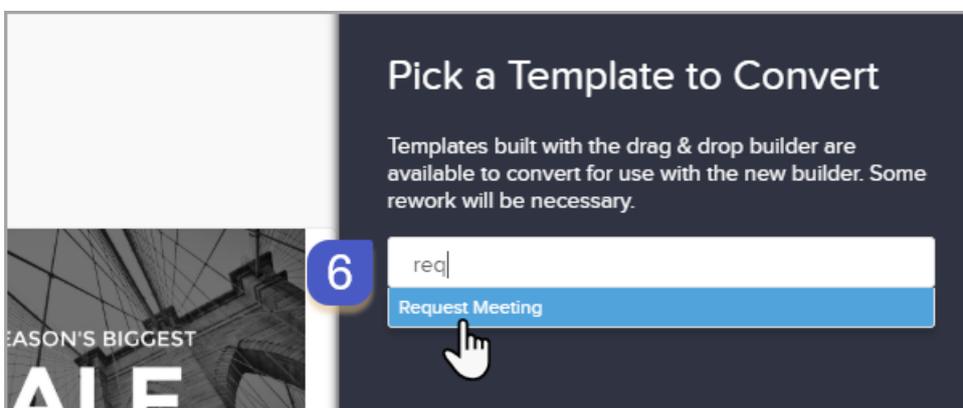
1. Go to Nav > Marketing > Email & Broadcasts
2. Click Get Started



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



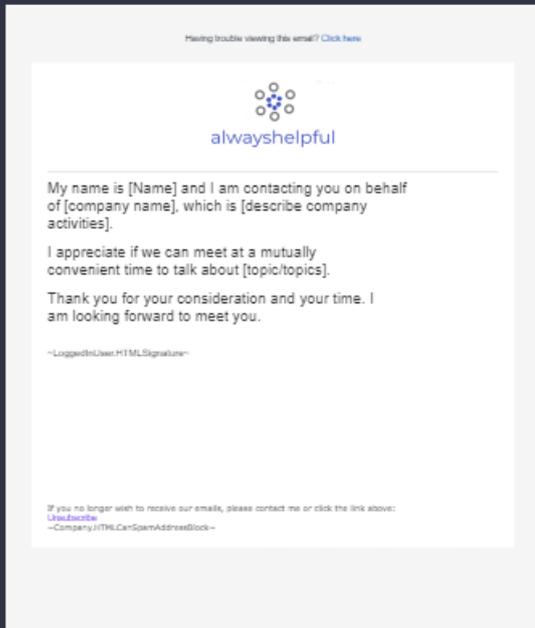
4. You can either scroll through the available templates or simply type the name of the template.



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



Convert Template

7

Note: If your email was created through 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