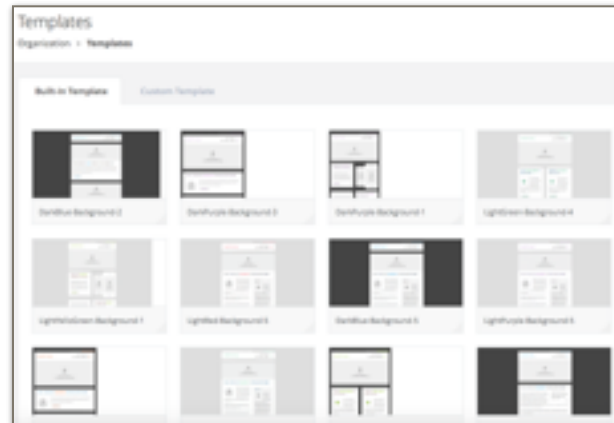# Using Templates

If you'll be creating several emails with a similar layout or content, you may want to work from a Template.

There are several built-in templates, which you can view by clicking on View Built-In Email Templates from the Campaigns tab.

To create a custom template, here's how:

1. From the **Templates** tab on the left side navigation, mouse over "**Custom Template**" and click on **Create A Custom Template.**

2. Create a name for the template. For **Template Format,** we suggest that you you **No Template** to create one from scratch. Then click **Next**.

3. Using the text editor, create your email message. For instructions on creating emails, go to the BuzzBuilder tutorial on **Creating Email Campaigns**.
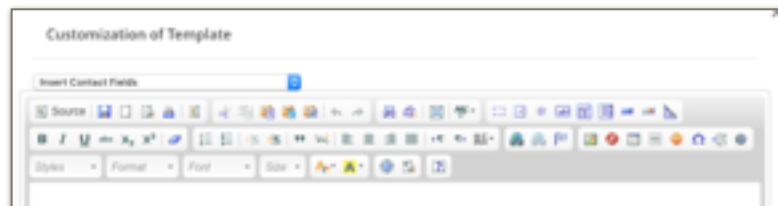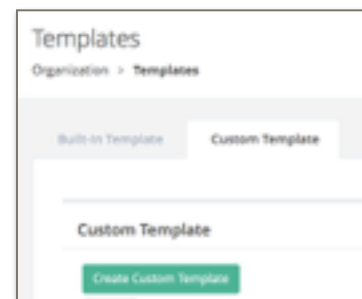
Once you've created your template, here's how to use it:

1. Select a campaign (or create a new one) and then click "**New Email**" to create an email message.

2. Refer to the **Template Details** section of the page and select your template. Then click **Next**.