

# How do I save a Template under a different name in Beefree?

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Applies To:  PoliteMail Desktop  PoliteMail Online  PMUA  PoliteMail M365

Version:  5.0  5.1  5.2  5.3+

You certainly can open a Template in Beefree and then save the Template under a different name rather than overwrite the original. Here's how:

1. In Beefree, click the 'Select a Template' button and find the Template you want to base your new message on. Then click 'Edit'. Note you're not going to actually edit this template, but clicking the 'Edit' button opens it so you can view the message.
2. Before you make any changes, go to the top of your screen and click the 'Save As' button in the top row. Then you can save the Template under a different name, preserving the original.

It is important to save the file under a different name when you open it! Otherwise, the Auto-Save feature of PoliteMail will write over your opened Template.

