# Saving Beefree Templates under a different name

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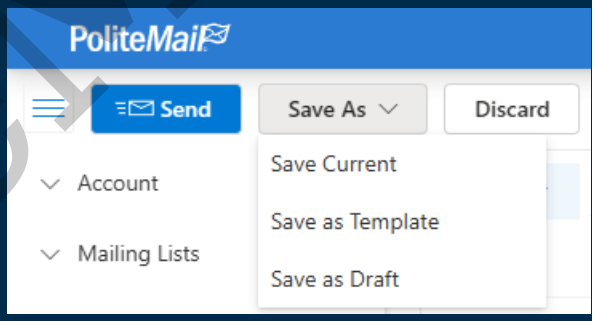
**Applies To:** ■ New PoliteMail ■ Legacy PoliteMail

**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.

Not in Beefree? You can also rename any Template by going to **Content > Templates**. Click on the Template to rename so the panel opens on the right, and rename it there.

PoliteMail