Add a HTML email template

Adding a Template from HTML

So you already know all about designing great email templates using your own software? Or you've obtained an HTML template that you would like to pop into the system?

No problem! You can then use the "From Code" option to add your template to the system.

You can even make changes to the code "in-line" and see the finished article update in real-time.

Let us get started...

Step 1: Before you begin, you must make sure you are logged in to the MAILVIO control panel.

Step 2: Once logged in to the MAILVIO control panel, click the "TEMPLATES" tab at the top of the screen.

Step 3: On this page, you can see and manage any templates you have previously created. For now, click the "Add Template" button towards the right of the screen.

Step 4: Click the "Start Coding" button on the "From Code" block.

Step 5: After a few seconds, the Code Editor will load. The page is split into two sections. The large area on the left shows the final result of your HTML, the right-hand side enables you to paste your HTML, make changes, etc.

When you have finished editing your template, you can click the SAVE button located towards the top of the page, or the preview button to see what your template looks like in a browser or on mobile.

You did it!

You successfully added your first email template from HTML code.

Unique solution ID: #1039
Author: Mailvio Support
Last update: 2026-10-13 01:47

© 2026 Mailvio <support@mailvio.com> | 2026-11-28 04:05
URL: https://support.mailvio.com/content/7/40/en/add-a-html-email-template.html