How to add an email template in Mailvio

Adding a New Template

Before you can send an email, the second thing you need after subscribers is a great-looking template.

Here's how you add your first Email Template...

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 top right of the screen.

Step 4: You now have a few options as to how you would like to create your brand new email template. They are as follows.

- Drag and Drop Editor

Select a pre-made theme, or design your own from scratch using our unique, super user-friendly, drag-and-drop email editor.

- Wysiwyg Editor

Want a more traditional looking email template? Use the Wysiwyg editor and create a template using Microsoft Word style editing tools.

- From your own HTML

Have you designed your own email templates from scratch outside of the platform? You can simply copy and paste your own HTML here.

- Other Advanced Options

There are even more ways to create templates, from importing from other accounts to converting websites into email templates. It's all here.

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