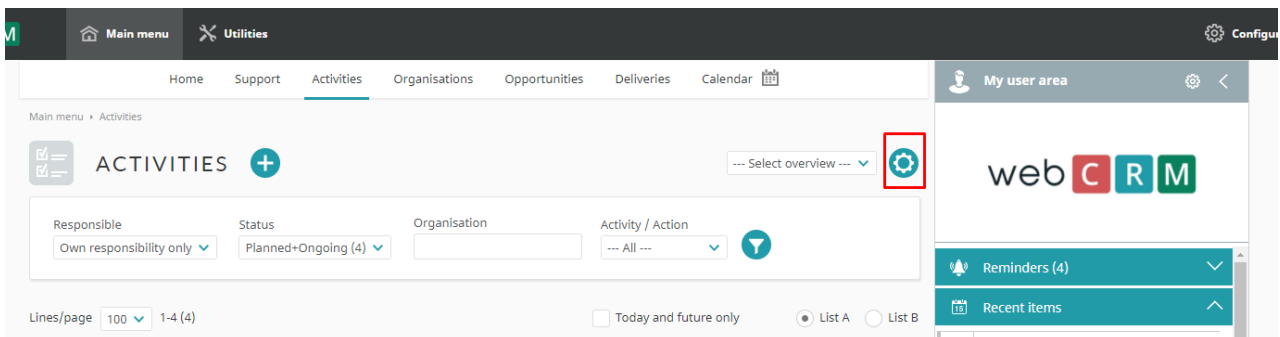


# Default Templates

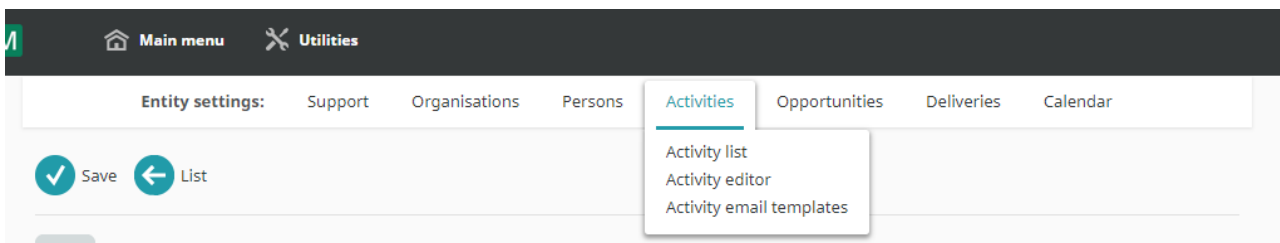
You can now add 1 default template and 5 favourite templates for **Support, Activities, Persons, Opportunities and Deliveries.**

This will eliminate having to look for the same reused templates over and over and instead give you a default template and the 1-5 favorite templates at the top of the template list when emailing.

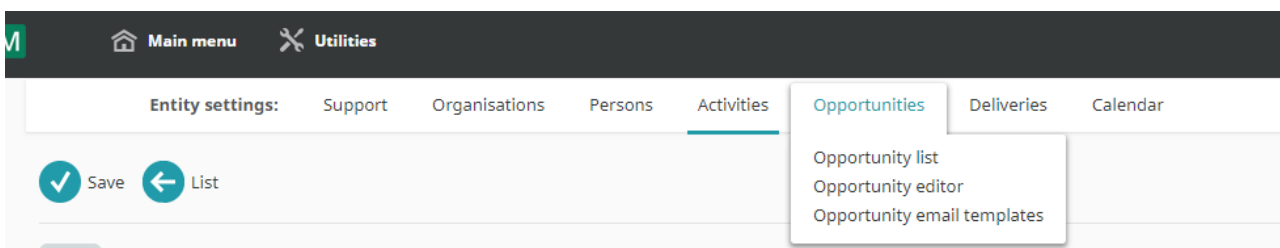
To choose a default and favourite templates click an entity (here activities) and then the cog icon



Hover over the specific entity of which you want to configure the templates for



Click e.g. "Opportunity email templates"



Then choose the desired Default template and setup optional Favourite templates 1-5.

**Default template:**  
General: Invitation

**Favourite templates:**

- Template 1: General: Survey 2
- Template 2: General: Til kampagner
- Template 3: Nyhedsbrev: Nyhedsbrev december
- Template 4: --- Select ---
- Template 5: --- Select ---

It is possible to copy the configuration to all or specific users and use the configuration as default for new users.

**ACTIVITIES | Email templates settings**

Copy:  
---

Edit settings for:  
Thomas Pierog

Use as default for new users (\*)

When configured the default template will preload when opening the email screen from any entity where default and favourite templates have been configured.

[Youtube video guide](#)