## Introduction

Templates can be used to easily send the same style of message to multiple people at once or to a single person. This guide will provide the steps to create a new template, view all previously built templates, and how to send a message using a template.
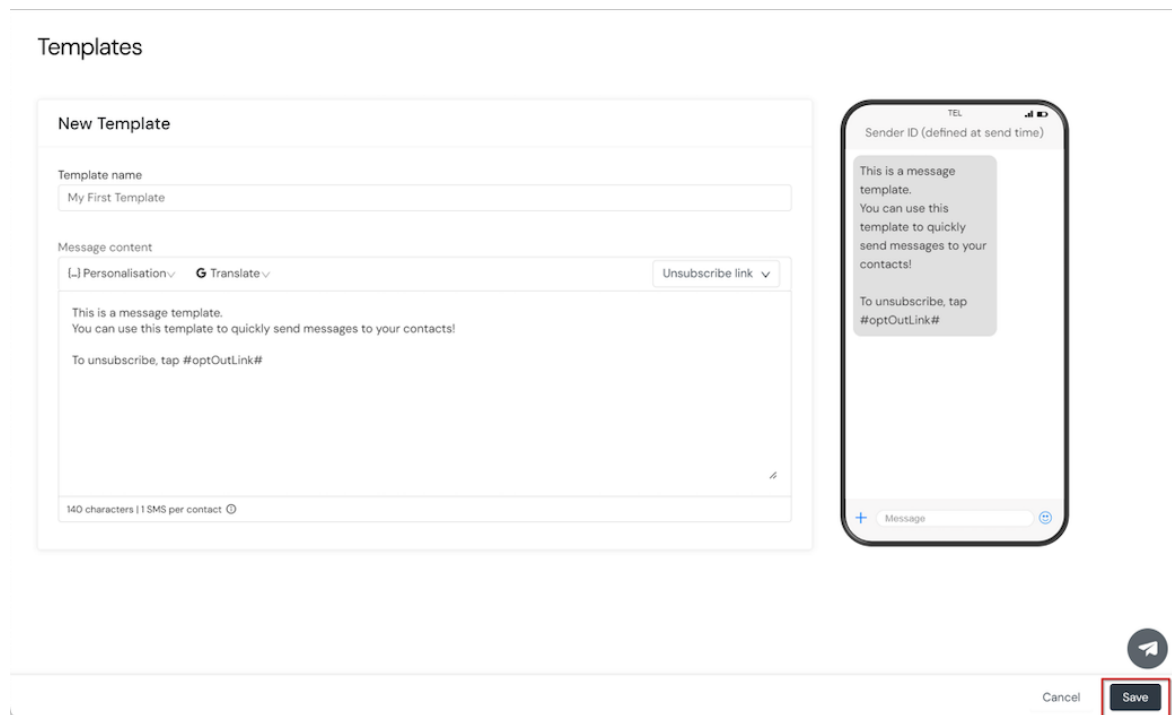
How to Create a New Template

1. Login to your MessageMedia account at https://hub.messagemedia.com

2. Select the "**Library**" icon. 📖 The **Library** contains all Message Templates that can be used for sending messages and campaigns.

3. Select "**New Template**" on the upper right side of the screen.
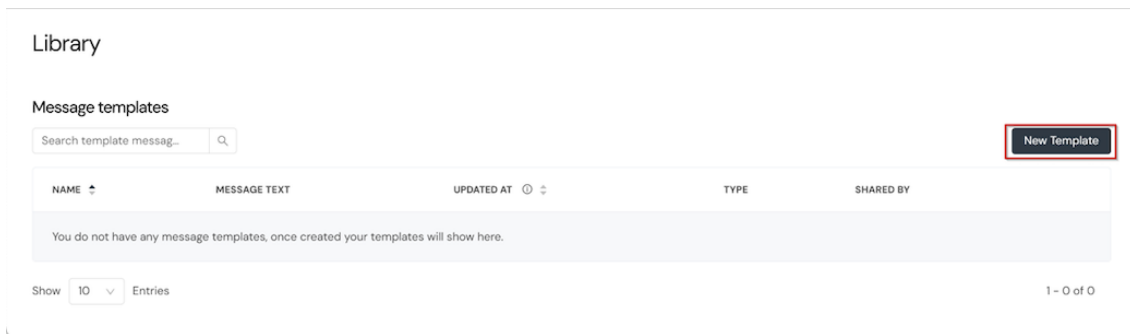
4. The New Template screen will show a section for formatting your message and a preview to show how the message will appear to the receiver. Fill in the blanks to create your message. Additional options available include Personalization, Google Translate, and Unsubscribe messages.
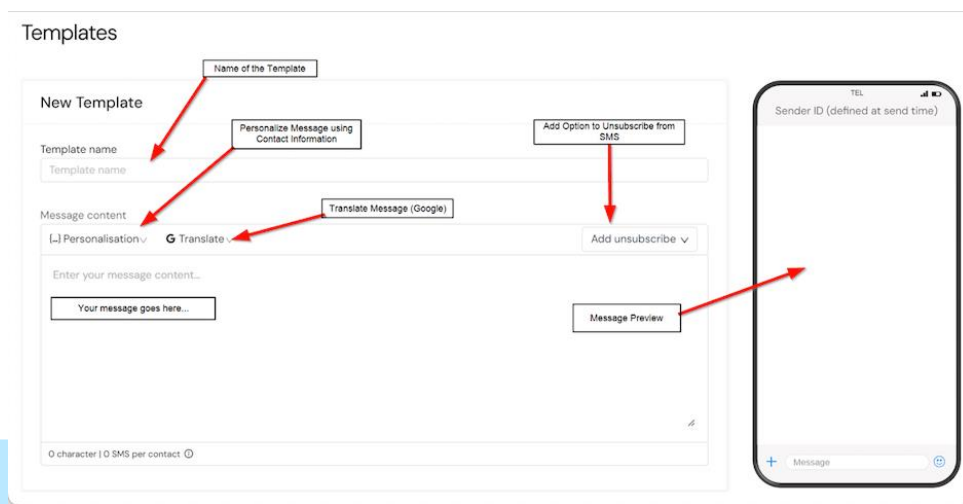
5. When you are satisfied with your message, select the "**Save**" button in the bottom right corner to save the Template.

6. Your new template will be added to the **Library** page. You can view, edit, or delete the template from the **Library**.
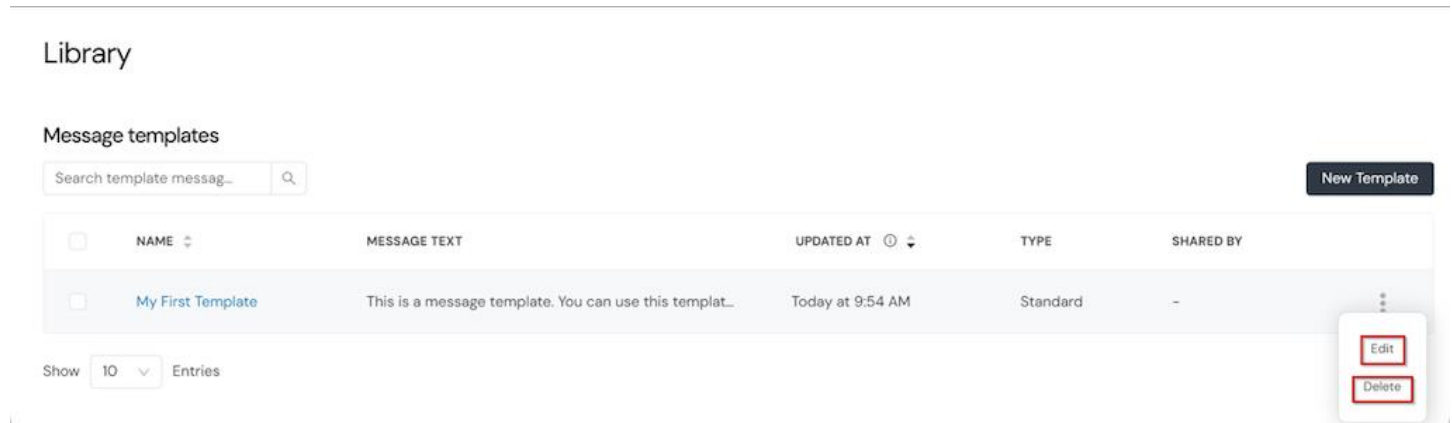
How to Send a Message Using Your Template

1. Select the "**Inbox**" icon in the left sidebar menu. 💬

2. Select "**New Message**" to begin creating your message. Once you have entered the Contact name or phone number of the person you are sending a message to, select "**Templates**" dropdown menu near the message content section.

3. Once you are satisfied with your message, select "**Send**." To schedule your message to be send later, select the "**Schedule**" icon.