

# Creating Message Templates

Explore the collection of pre-built templates available for your team. The library is the starting point for finding new messages that you can add to your office's personal collection.

**Who Can Do This:** Anyone can view the library. Some templates are restricted to admins only.

To view the Message Template Library:

## Go to My Info

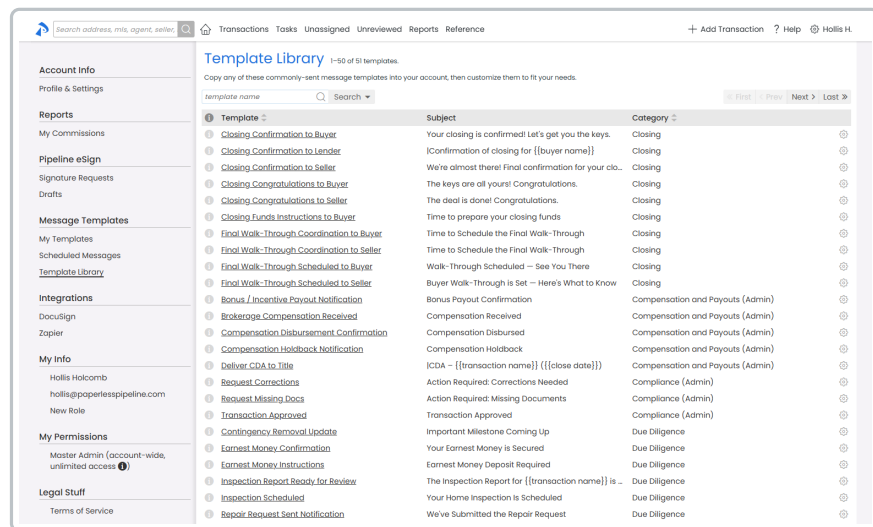
- Click your name in the upper right corner, then [My Info].

## Open the Template Library

- Click [Template Library] from the *Message Templates* section of the left menu.

## Browse Templates

- Browse the full collection of professional, ready-made templates.



## Quick Save Message Templates

Easily find and work with the documents you need — whether you're grabbing a shared form, sorting new uploads, working a transaction, or reviewing docs for approval.