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How to see where an email template is being used

Omar S. - 2023-02-03 - Communication

Use the steps below to view where different Email Templates are being used:

- 1. Click **Settings** or the **Gear** icon on the left menu.
- 2. Click the Communication tab.
- 3. In the **Email Templates** section, click on one of these links to open the email templates for the area where it is used:
 - **General** General email templates for the account.
 - **Membership** Email templates used for membership workflows.
 - **Event** Email templates for Events.
 - **Group** Email templates for Groups.
 - Financial Email templates for finances.
 - o **Donate** Email templates for Donations.
 - **Store** Email templates for the Store.
- 4. On the same line as the email template, click the **dropdown arrow** on the right.
- 5. Click Usage.
- 6. You will now be on the Usage page. On this page, there are two columns:
 - Designer column The area where the email template is located. You can click on the link to go to the area.
 - $\circ\,$ Location column The location in the area where the email template is used.