How to see where an email template is being used

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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.
    - **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.
    - **Location column** - The location in the area where the email template is used.