

## Keep an Old Email

Soon you'll have a new experience for even easier email creation, and we'll clean up emails sent before March 2013 to simplify your account. If you wish to keep any of your old emails, just make a copy and we'll automatically move them to your new experience at the time of the upgrade. Follow these simple steps to copy an old email.

## Instructions

- Locate the email you wish to copy from the Email tab in your account.
- 2 Click the Actions drop down on the right (if you're using the thumbnail view, hover your mouse over the email you want and choose Copy).

Constant Contact" /		attention (800) 240-2302	My Account   Pricing	Community   Apps & Services	Help   Log Out
Welcome to Constant Contact, ryan!					
Email Social Campaig	gns EventSpot	Survey		💶 Contacts 📄 Library	My Settings
My Emails Create Reports	Autoresponder Ar	chive			
My Emails		C	Try our new beta email	campaign builder Crea	ite an Email
All (34)	0 of 34 selected	Move to 👻 Delete	e	Disp	lay 🃰 🔳
Drafts (28) Scheduled (0) Sent (6) Trash (56) Folders Create Folder Illi invitations (1)	Email Nan	ne Date 🔻	Status Kind	Open 🖵 🗍	2
	New Men	u Items 11/12/2015	SENT Emai	37% 26% 74%	Actions 🔻
	Live Band	d this Th 11/12/2015	DRAFT Emai	N/A	Q View
	Visit Jack	's this w 9/14/2015	SENT Emai	1 21% 44% 3	Сору
	BBQ tips	from Jack 9/14/2015	SENT Emai	28% 39% 61%	Download Resend
	Jack's Ev	ent Cale 9/14/2015	SENT Emai	I 34% 31% 69%	Share URL
	Meet Jac	k this W 9/3/2015	DRAFT Emai	N/A	Delete
	Jack's Ba	ick to Sc 8/31/2015	SENT Emai	26% 33% 67%	Saved Templa

3 Choose Copy.

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- Rename your copied email if you'd like by clicking the pencil.
- 5 Click Save and you are done. Your email will now be available in your new experience.

