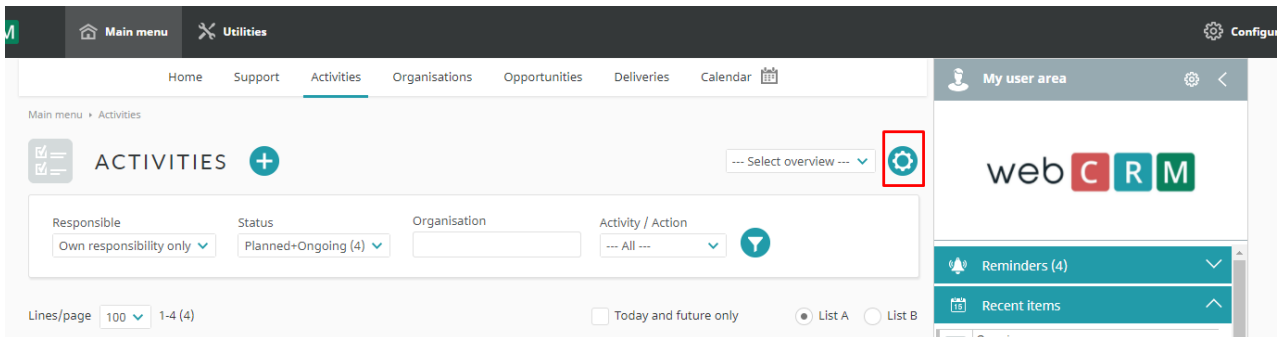# Default and Favorite Templates
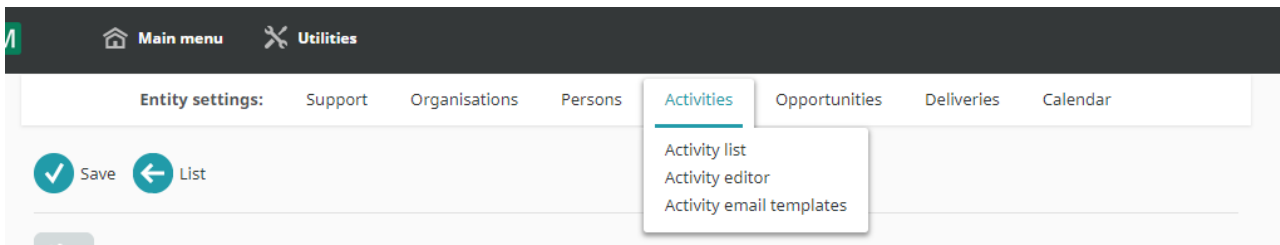
You can now add 1 default template and 5 favourite templates for **Support, Activities, Persons, Opportunities and Deliveries**.

This will eliminate having to look for the same reused templates over and over and instead give you a default template and the 1-5 favorite templates at the top of the template list when emailing.
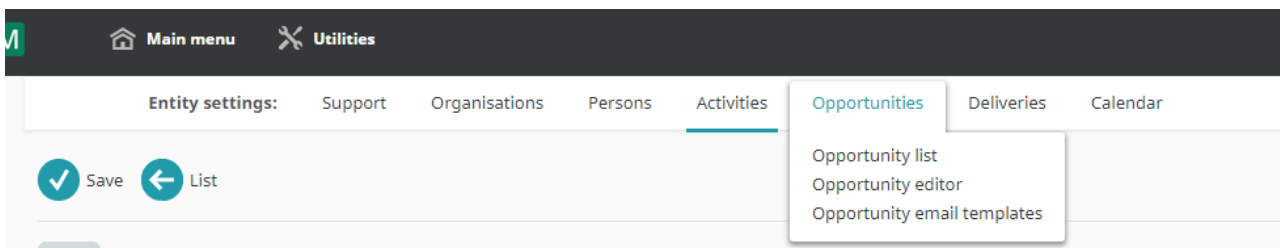
To choose a default and favourite templates click an entity (here activities) and then the coq icon
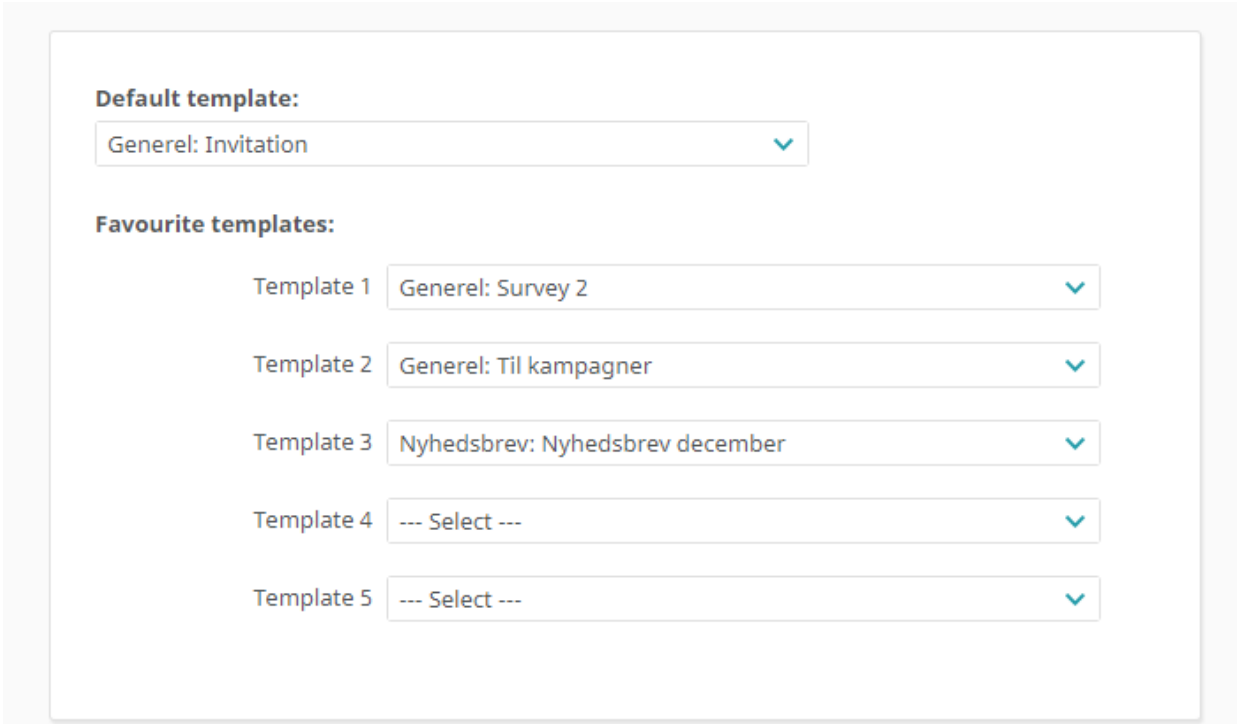

Hover over the specific entity of which you want to configure the templates for

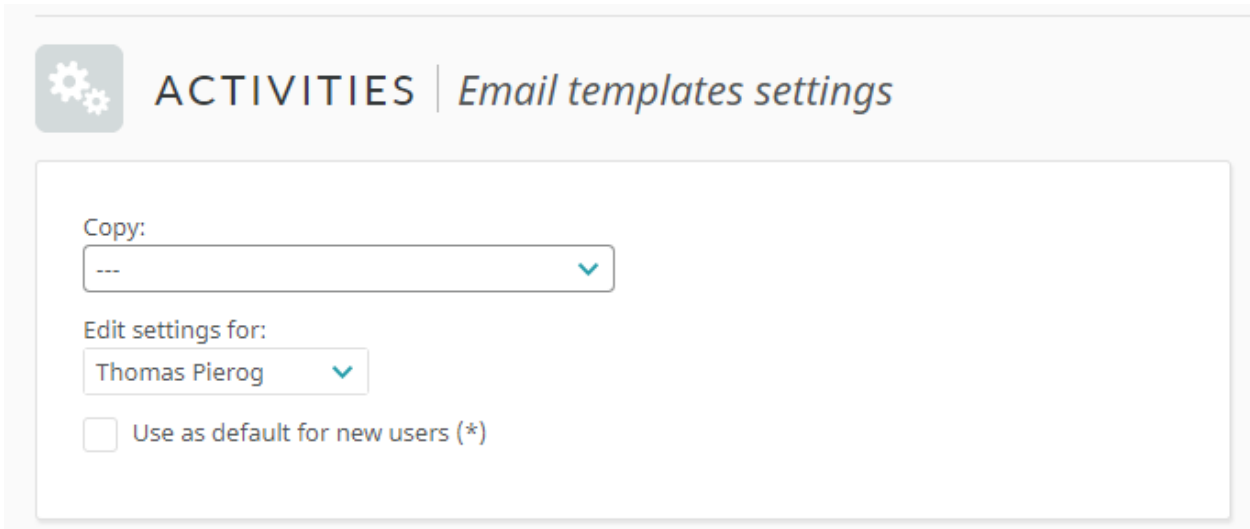*Click e.g. "Opportunity email templates"*

Then choose the desired Default template and setup optional Favourite templates 1-5.

Default template:

Generel: Invitation

Favourite templates:

Template 1 | Generel: Survey 2

Template 2 | Generel: Til kampagner

Template 3 | Nyhedsbrev: Nyhedsbrev december

Template 4 | --- Select ---

Template 5 | --- Select ---

It is possible to copy the configuration to all or specific users and use the configuration as default for new users.

ACTIVITIES | *Email templates settings*

Copy:

Edit settings for:

Thomas Pierog

☐ Use as default for new users (*)

When configured the default template will preload when opening the email screen from any entity where default and favourite templates have been configured.

[Youtube video guide](#)