

Search Bar for My Templates

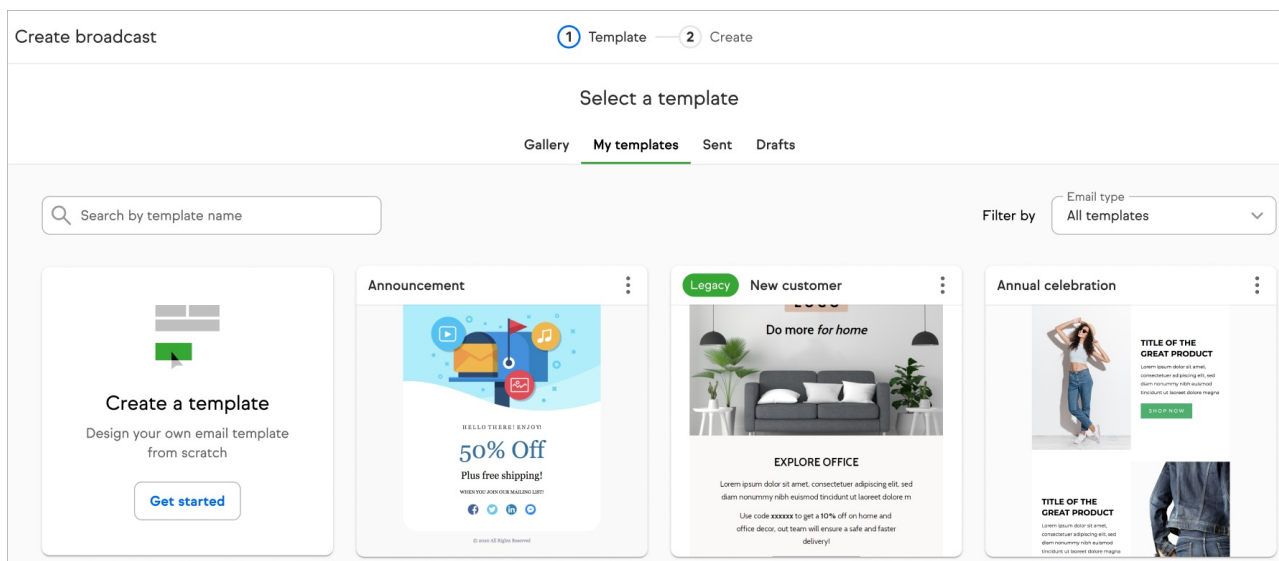
Last modified on: 08/18/2025 2:24 pm MST

Tags: Keap-Pro Keap-Max Keap-Ultimate



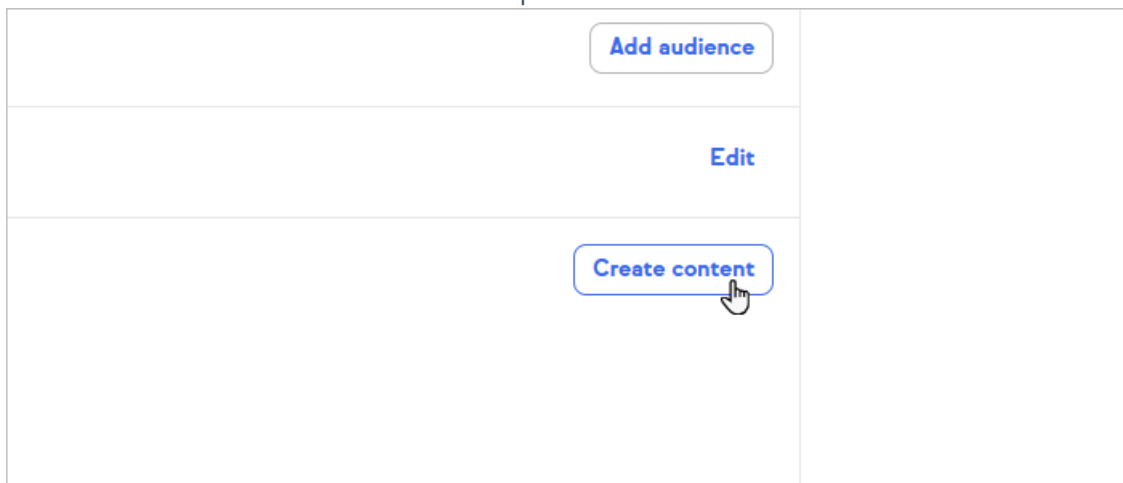
Please note that this feature is not available for Keap Classic

We've included a new search bar so you can more easily find your email templates under the **My Templates** tab.

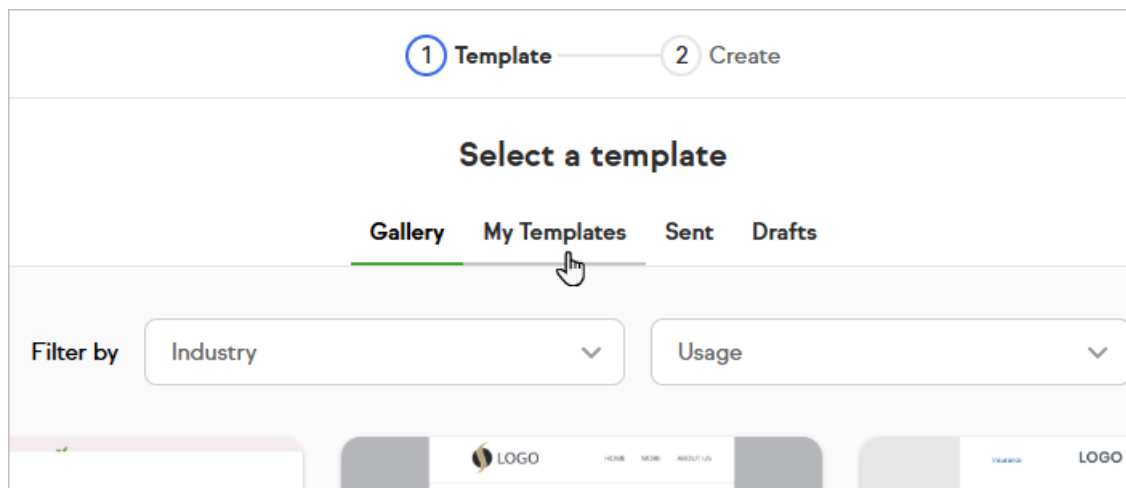


Search your email templates when sending an email broadcast

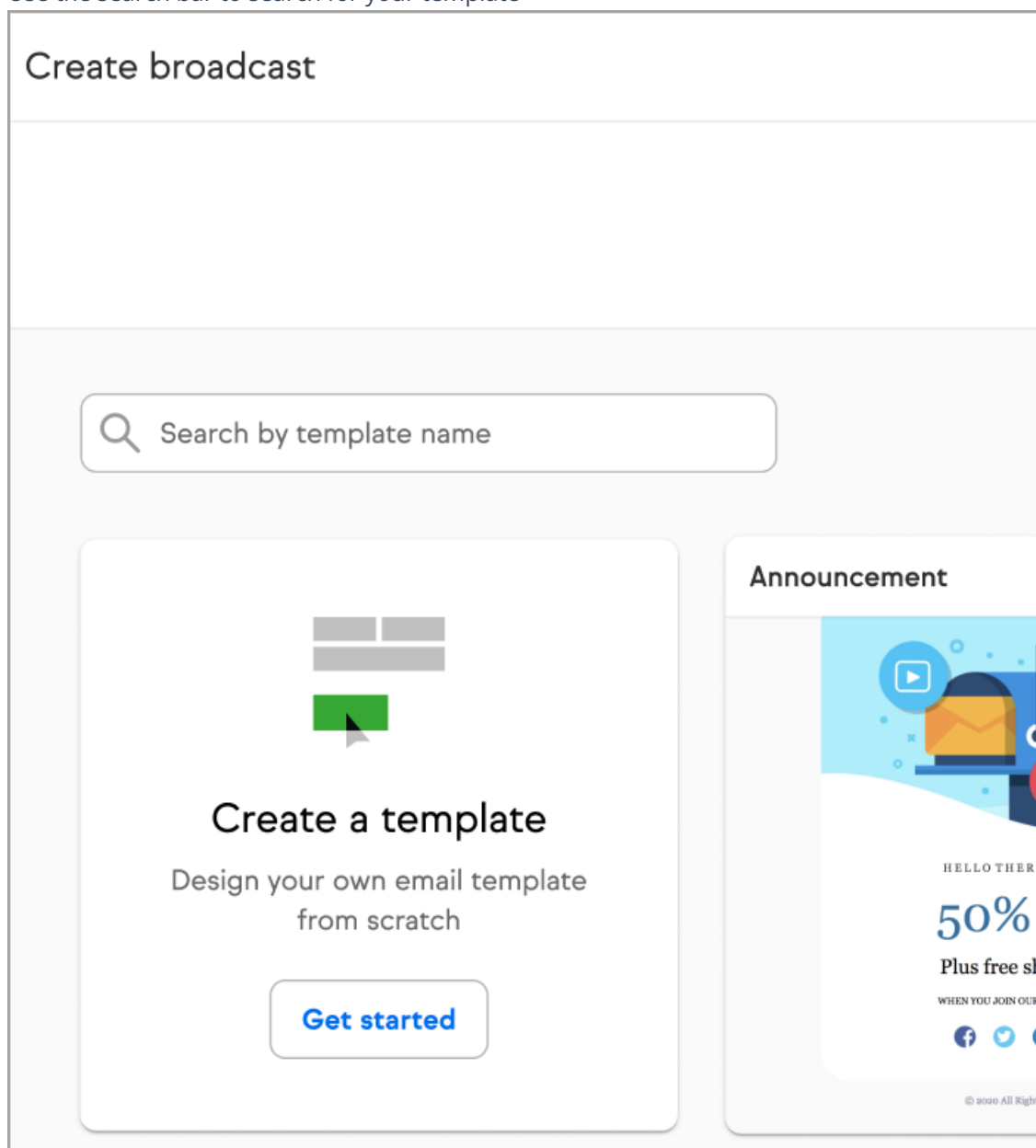
1. Go to **Comms > Email Broadcast > Create email broadcast**
2. Click on **Create Content** in the Content step



3. Click on **My templates** tab



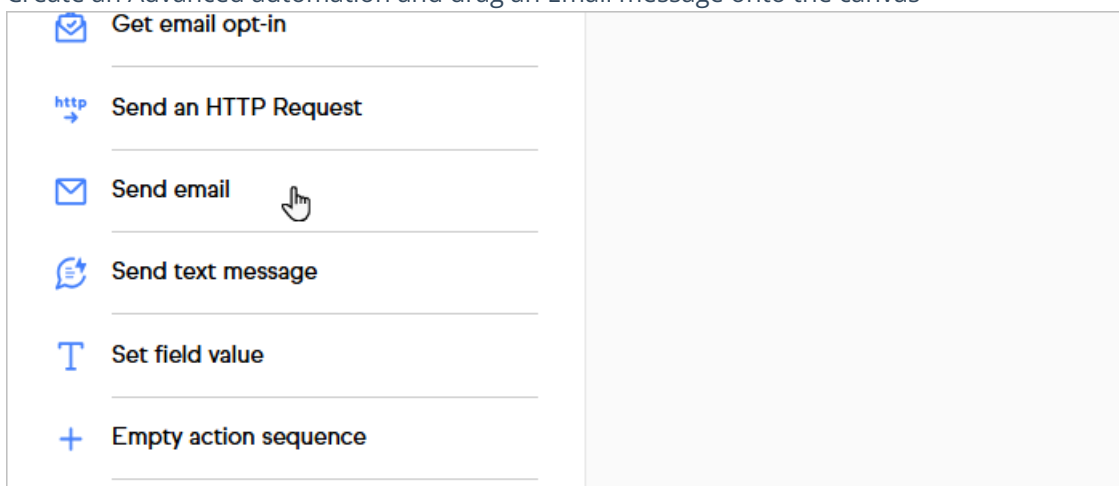
4. Use the search bar to search for your template



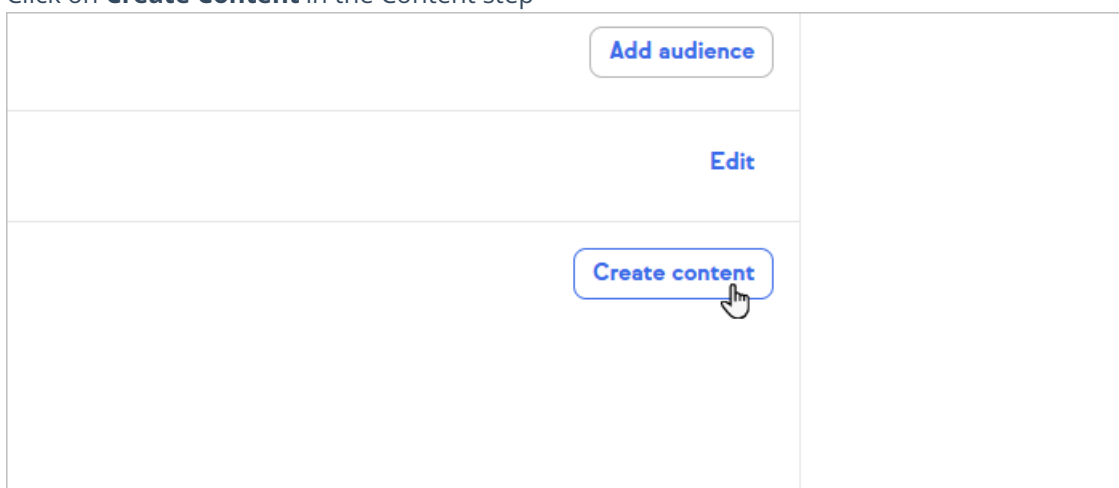
Search for your email templates when setting up an Advanced

automation

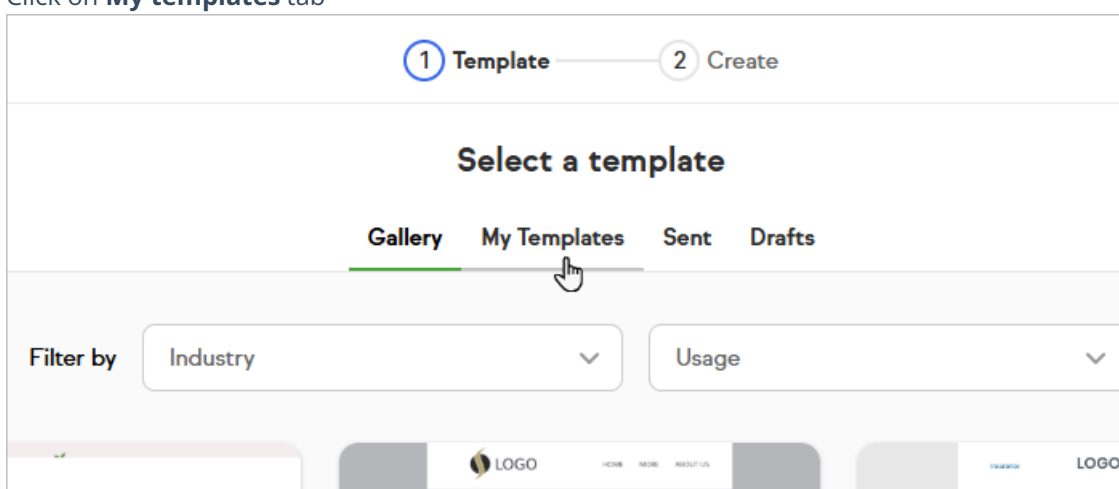
1. Create an Advanced automation and drag an Email message onto the canvas



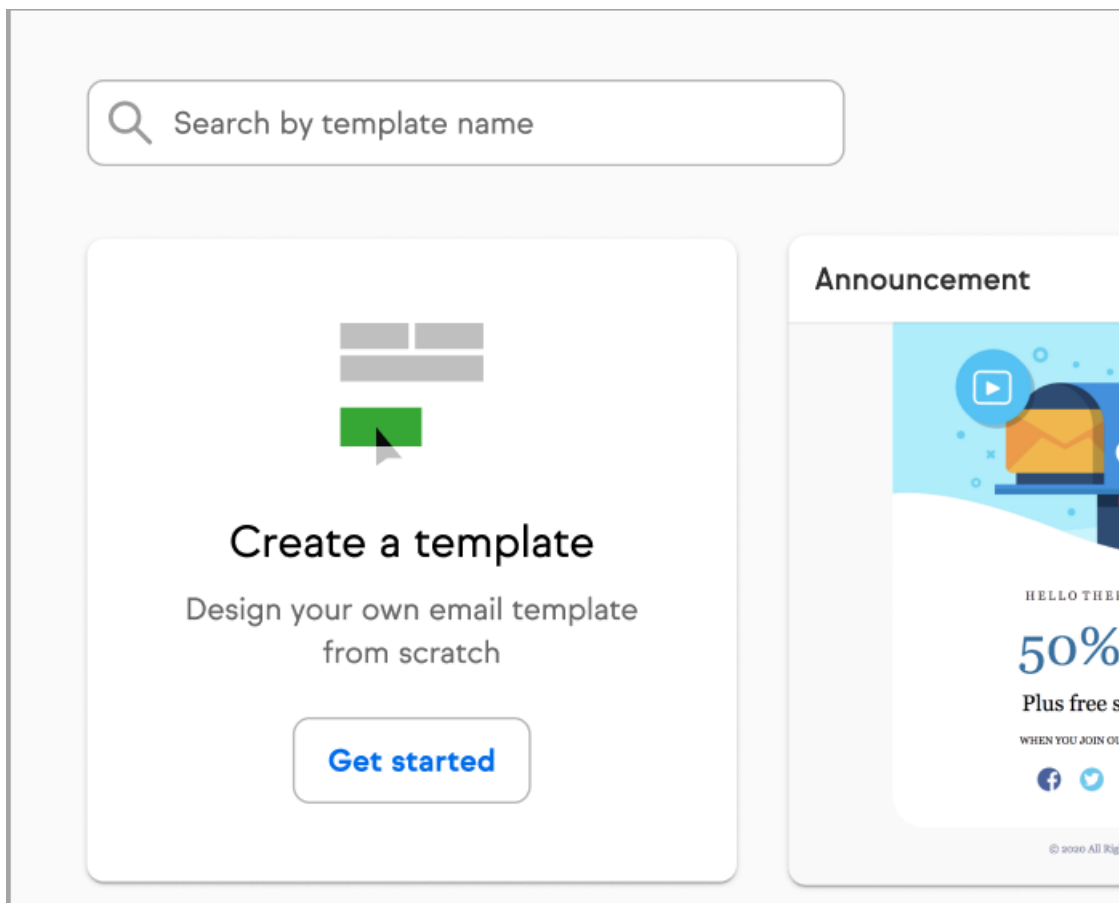
2. Click on **Create Content** in the Content step



3. Click on **My templates** tab



4. Use the search bar to search for your template



FAQs

Can I search by template name and subject line?

Yes, legacy emails can be searched by template name and/or subject line. It includes emails on My Templates, Sent emails, and Drafts tabs. New templates can only be searched by template name at this moment. New Drafts and Sent emails can be searched by template name and/or subject line. ***Please note that this feature is not available for Keap Classic.***

Can I search by words in the body of the email?

No, you cannot search by the any words in the body of the email.
