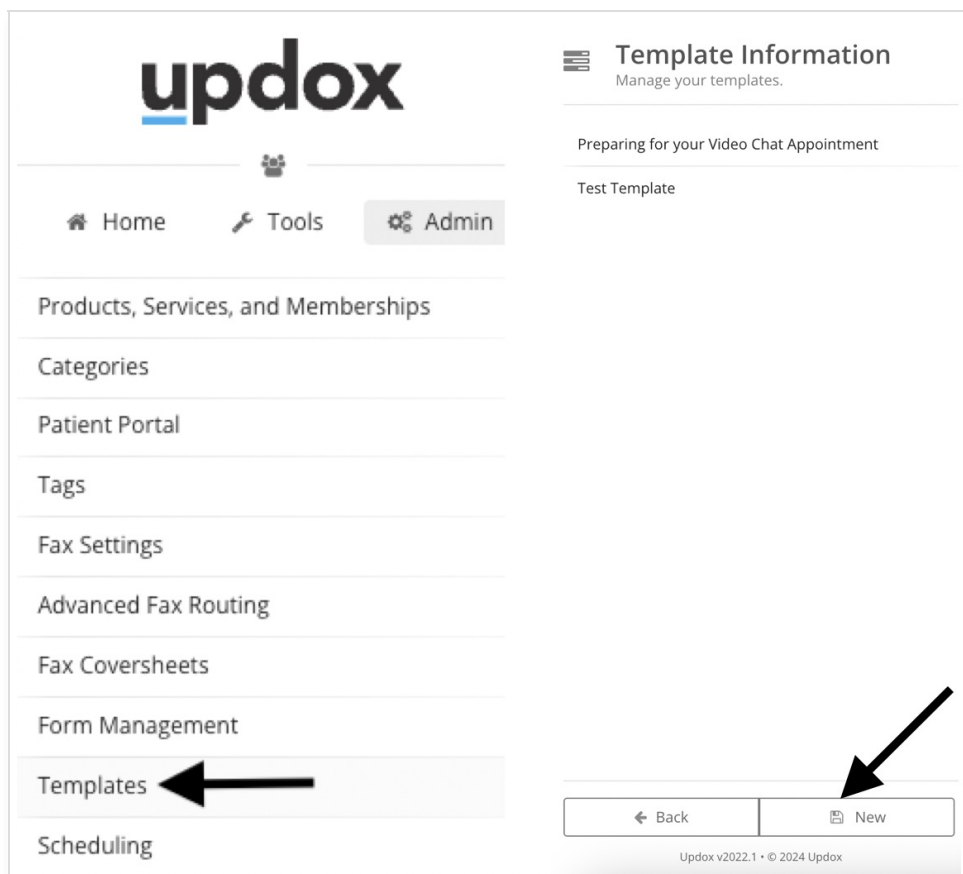# Templates User Guide

Last Modified on 01/27/2025 3:31 pm EST

Templates are a great way to streamline common text and fax responses and standardize messaging for user efficiency.

After logging into your Updox account, choose **Menu** > **Admin** > **Templates**. Click **New** at the bottom of the panel to start a new template.

Title your template and create the written content. When you are ready for your users to access this template, ensure **Active** is checked, and click **Save.**

Templates can be used when sending a text or a fax. Users can choose from the template dropdown for efficient responses.