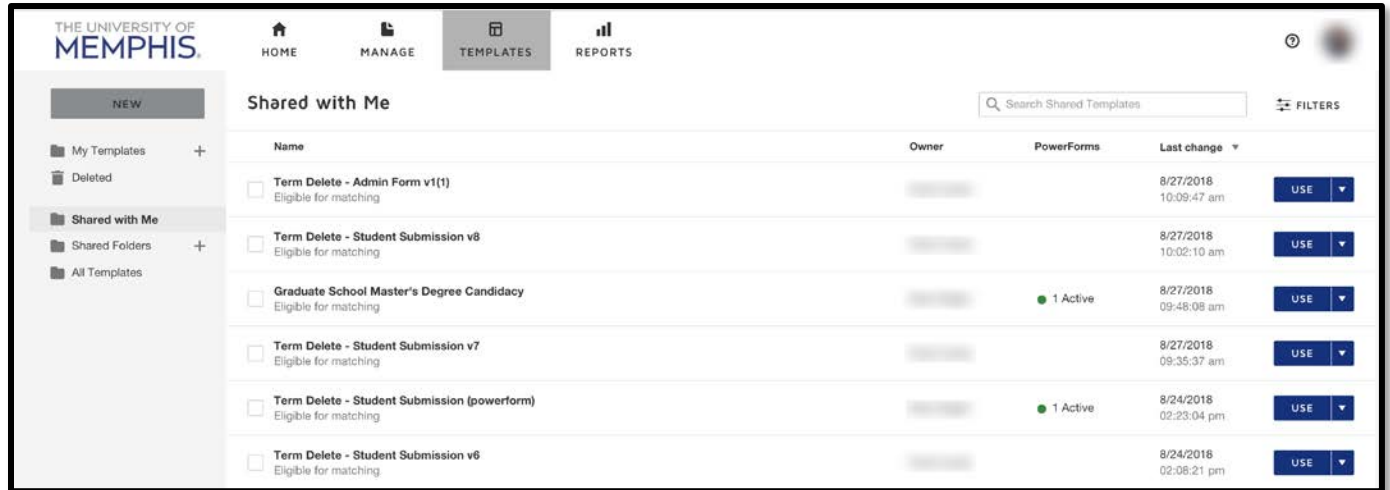


## Templates Tab

From the Templates tab, you can make your own template for an envelope you may use regularly. The Shared with Me section contains templates available for use in the DocuSign system. To use a template, check the box beside it then check **Use**.



The screenshot shows the 'TEMPLATES' tab in the DocuSign interface. The left sidebar contains a navigation menu with 'NEW', 'My Templates', 'Deleted', 'Shared with Me', 'Shared Folders', and 'All Templates'. The main content area is titled 'Shared with Me' and features a search bar and a 'FILTERS' button. Below this is a table of templates with columns for Name, Owner, PowerForms, and Last change. Each row includes a checkbox for selection and a 'USE' button.

Name	Owner	PowerForms	Last change
<input type="checkbox"/> Term Delete - Admin Form v1(1) Eligible for matching	[Redacted]		8/27/2018 10:09:47 am
<input type="checkbox"/> Term Delete - Student Submission v8 Eligible for matching	[Redacted]		8/27/2018 10:02:10 am
<input type="checkbox"/> Graduate School Master's Degree Candidacy Eligible for matching	[Redacted]	1 Active	8/27/2018 09:48:08 am
<input type="checkbox"/> Term Delete - Student Submission v7 Eligible for matching	[Redacted]		8/27/2018 09:35:37 am
<input type="checkbox"/> Term Delete - Student Submission (powerform) Eligible for matching	[Redacted]	1 Active	8/24/2018 02:23:04 pm
<input type="checkbox"/> Term Delete - Student Submission v6 Eligible for matching	[Redacted]		8/24/2018 02:08:21 pm