

Install your Notion template

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Your template is a Notion page you copy into your own account. Follow the steps that match your situation: it's free and takes a few minutes.

I don't have Notion

1

Get Notion (free)

Download the free Notion app (App Store or Google Play), or go to notion.so in your browser.



Install

2

Create your free account

Enter your email address and follow the steps.

[you@example.com](#)

3

Open the link from your email

In the email you received after your purchase, click your template link.

Open the template

4

Check you're logged in

Your photo or initial shows at the top of the page.



5

Click "Duplicate"

At the top right. The template is now in your Notion.

Duplicate

💡 Tip

Link opens in your browser and you don't see "Duplicate"? Log in to Notion in that browser first (notion.so), then open the link again.

I already have Notion

1

Open the link while logged in

Open the template link while logged in to your Notion account, then click "Duplicate".

Duplicate

2

Choose your workspace

If you have several workspaces, choose where to put the template.

 My workspace

3

Add it to favorites

Click the star: the template stays at hand.



► The video tutorial

eabsync.com/en/guide-notion

FAQ

Do I have to pay for Notion?

No: Notion's free plan is enough to use your template.

I lost the link.

Message us with your order number and we'll send it again.

Phone and computer?

Yes: once duplicated, the template is on every device logged in to your account.