

# Copying a Postage Option

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Copying Postage Options can be used when you need to create similar postage options. This saves time in pulling preexisting information across into the new Postage Option.

**Quick Steps:** Go to **Auction > Postage Options > Copy**

## Copying a Postage Option:

1. Within the Management Console, select **Auction** from the top menu, then **Postage Options** from the left menu.
2. Click **Copy** at the top of the page.
3. Select the Postage Option that you wish to copy from the dropdown menu, then click **Copy**.
4. Click **Edit** to update the Postage Option to the new details.

Copying Postage Options can help save time when setting up an option that is similar to an already existing one.

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