

Title: A Guide to Use Email Templates in Outlook

Task:

When you frequently send very similar emails, save one of these messages as a message template first in Outlook. Then, instead of creating the email from scratch, start with a template and customize it to fit your email recipient. You'll save time and become more efficient at your email tasks.

Instructions:

Outlook Desktop App

- 1. Create a new email message. Select Home > New Email, or press Ctrl+N. Mail Calendar People Tasks
- 2. You can save an email template without a default subject in Outlook. Enter text, images, and other elements you want to appear in the email message template.



Information Technology Services Harrisburg Client Experience

 Remove signatures if you set up Outlook to add a signature automatic when you create a new message. 	ally
5. Enter a file name.	
 Select the Save as type dropdown arrow, then select Outlook Templat (*.oft). 	e



Information Technology Services Harrisburg Client Experience

1	Sever Ju			K at - Manage (PTM)	
		NEPC + Decements +Week + Statistic	V Schlasskinsternet		
	Organize + Name Fall				
	UI THINK	Tapma	Determinities Fyge Size		
	3 ID Objects	Article Rewriter or Samples PresamationCD	articles 12 12 12 19 Phil 12 11 4 (2018) 19 Phil 12 11 4 (2018) 19 Phil 12 11 4 (2018) 19 Phil 12 Phil		
	Decition Concernent	24 Personal Contraction	to record the record of the second		
	& Downitads				
	Mair:				
	E Foliares				
	Level dan (C)				
	- Inter II.				
	d Newski				
		ну Росран Карот. год			
	Save as type Outs	ook Message Format - Unicoda (* mog) Dels /* ten			
	1000	an decay of the main is decayed by the main decay is a set of the main of the main of the main of the main of the main is decayed by the main with Meaning of the main is decayed of the main with Meaning of the main is decayed of the main set of the main of the main of the main of the main set of the main of the main of the main of the main of the set of the main of the main of the main of the main of the set of the main of the main of the main of the main of the set of the main of the main of the main of the main of the set of the main of the main of the main of the main of the set of the main of the main of the main of the main of the set of the main of the main of the main of the main of the set of the main of the main of the main of the main of the set of the main of the main of the main of the main of the set of the main of the main of the main of the main of the set of the main of the set of the main of the set of the main of the set of the main o			
	A 15de Fulders	uik Massaga Furmat - Unicode (* anig) 5. (* Man * Marel)			
	No.	film Conh6			
7 Color	+ Call	~			
7. Selec	i sav	е.			

Outlook in Office 365

- 1. Open Outlook and log into your account, if needed.
- 2. Click "New Message" in the top-left corner of the screen.

	iii Outlook	, Search	
		Make Outlook more accessi	ble with built-in tools like Read Aloud in the new N
	E New message		▷ Send 🔋 Attach 🗸 📋 Discard \cdots
	✓ Favorites	j⊴ Focused ⊠ Other Filter ~	From devondelfino@gmail.com
			То
	Sent Items		
	Ø Drafts		Add a subject
	Add favorite		
	\vee Folders		
	G Inbox		
	S Junk Email		
	Ø Drafts	Your Focused inbox is	
	➢ Sent Items	cleared	
	Deleted Items		SAA BIUPA
	Upgrade to Office 365 with premium Outlook features		Send Discard 0 V III 6
3. Clic	k "New Me	ssage."	
		-	C . I
^{4.} Clic	k the three	dots in the lower r	menu of the new email.



Information Technology Services Harrisburg Client Experience

				60 0	0
- N	Aake Outlook more accessible	e with built-in tools like Read Aloud in the new	Microsoft Edge. Try it now		
		▷ Send I Attach ~ I Discard ···		1	ď
d 🖾	Other Filter 🗸	From devondelfino@gmail.com		Cc Bo	c
		То			
		Add a subject			
			Save draft		
			Insert signature		
		1	Hide From		
			Set importance >		
IT FOCU	sed inbox is		Switch to plain text		
	ared		Check for accessibility issues		
			My Templates		
		SA A° BIU LA	Get Add-ins	····	
		Send Discard	● ♪ ···		
		This folder is empty 🖉 (No sub			
	- Template		ଟେନ୍ଡ୍? ସ୍6 ×		
	⊳ Send 🔋 Attach ∨ 🗊	Discard ··· 🖬	My Templates ×		
er ~	From devondelfino@gm	ail.com Cc Bcc	I'll reply later Heading to a meeting. Til get back to you soon.		
	То		I'm running late I'm running late.		
	Add a subject		Lunch? Do you want to meet for lunch this afternoon?		
			() Template		

Widener University Commonwealth Law School, P.O. Box 69380, 3800 Vartan Way, Harrisburg, PA 17110 Phone: 717-541-1927 Email: hbhelpdesk@widener.edu https://commonwealthlaw.widener.edu



Information Technology Services Harrisburg Client Experience

		s' 🕫 🤗 🤉 🖘 DD					
	×	My Templates ×					
		Template example					
		Hi TK, Please see attached for X. Best,					
		Save Cancel					
8.	Name y	/our template.					
9.		Click "Save."					
	You will then be able to access your template each time you created a new email by clicking those three dots, selecting "Templates" and then choosing your desired template.						

Compose an Email Using a Template in Outlook

 Select the Home tab, then select New Items > More Items > Choose Form.



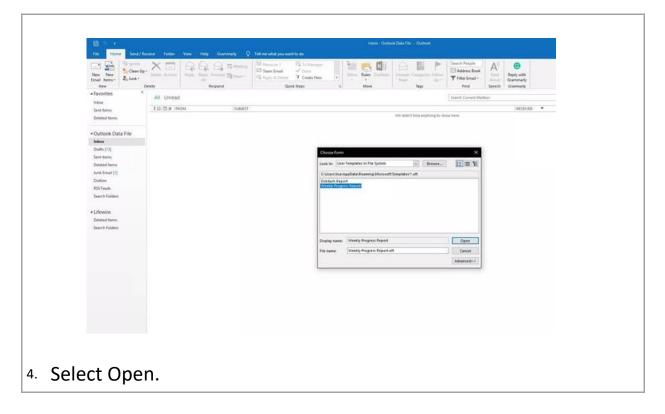
Information Technology Services Harrisburg Client Experience

See State Base State See State Base State Participation Base State	Date Date <thdate< th=""> Date Date <thd< th=""><th></th></thd<></thdate<>	
Xeeni D		
	ose Form dialog box, select the Look in dropdown ar User Templates in File System.	row,
Proj Sound A bit Proj None None None None None None I and A bit Sound A bit December of the sound A bit I and A bit Sound A bit December of the sound A bit I and A bit Sound A bit December of the sound A bit I and A bit December of the sound A bit December of the sound A bit I and A bit December of the sound A bit December of the sound A bit I and A bit December of the sound A bit December of the sound A bit I and A bit December of the sound A bit December of the sound A bit I and A bit December of the sound A bit December of the sound A bit December of the sound A bit December of the sound A bit December of the sound A bit December of the sound A bit December of the sound A bit December of the sound A bit December of the sound A bit December of the sound A bit December of the sound A bit December of the sound A bit December of the sound A bit December of the sound A bit December of the sound A bit December of the sound A bit December of the sound A bit December of the sound A	<complex-block><complex-block><complex-block><complex-block><complex-block><form><complex-block><complex-block><complex-block><complex-block><complex-block><form><form><form><form></form></form></form></form></complex-block></complex-block></complex-block></complex-block></complex-block></form></complex-block></complex-block></complex-block></complex-block></complex-block>	
^{3.} Select the t	template you want to use.	

Widener University Commonwealth Law School, P.O. Box 69380, 3800 Vartan Way, Harrisburg, PA 17110Phone: 717-541-1927Email: hbhelpdesk@widener.eduhttps://commonwealthlaw.widener.edu



Information Technology Services Harrisburg Client Experience



Widener University Commonwealth Law School, P.O. Box 69380, 3800 Vartan Way, Harrisburg, PA 17110Phone: 717-541-1927Email: hbhelpdesk@widener.eduhttps://commonwealthlaw.widener.edu