

## **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.



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



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## 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.

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3. Clic	k "New Me	ssage."	
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<sup>4.</sup> Clic	k the three	dots in the lower r	menu of the new email.



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	То		I'm running late I'm running late.		
	Add a subject		Lunch? Do you want to meet for lunch this afternoon?		
			() Template		

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		Template example					
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		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.



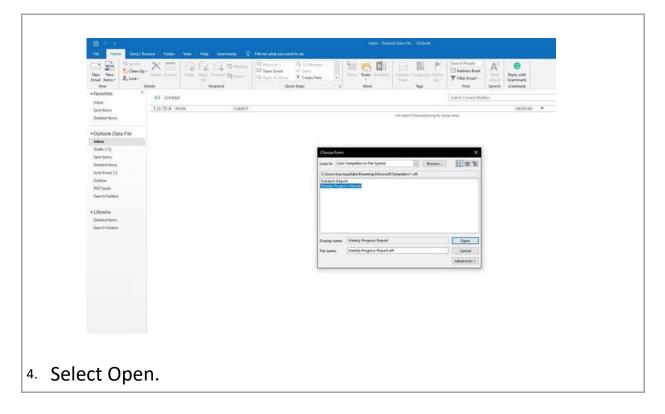
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<sup>3.</sup> Select the t	template you want to use.	

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