# 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.
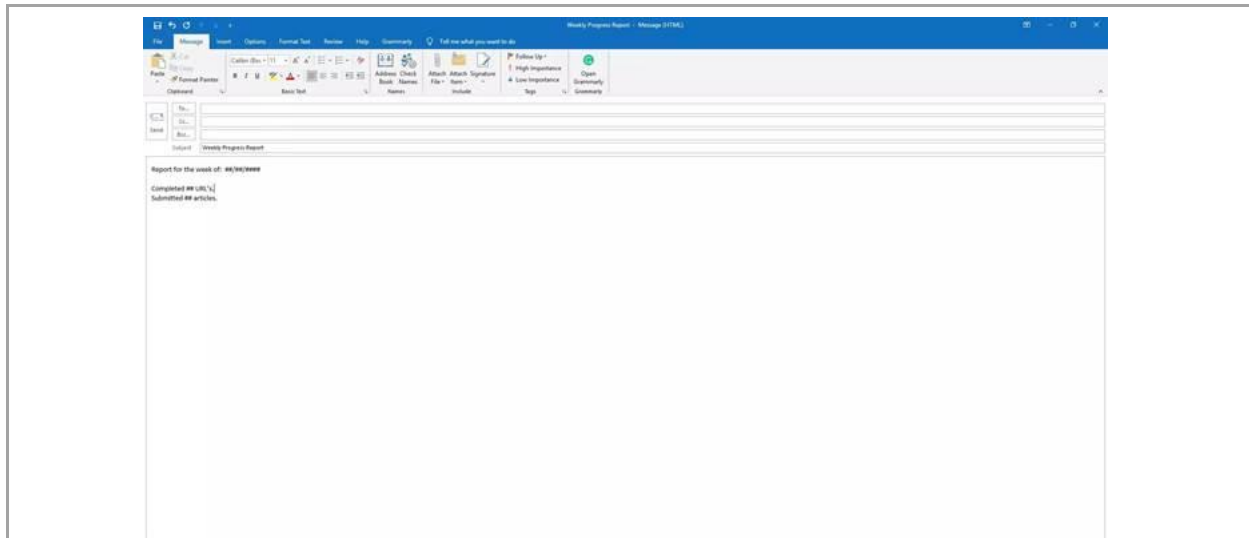
**Instructions:**

## Outlook Desktop App

1. Create a new email message. Select Home > New Email, or press Ctrl+N.
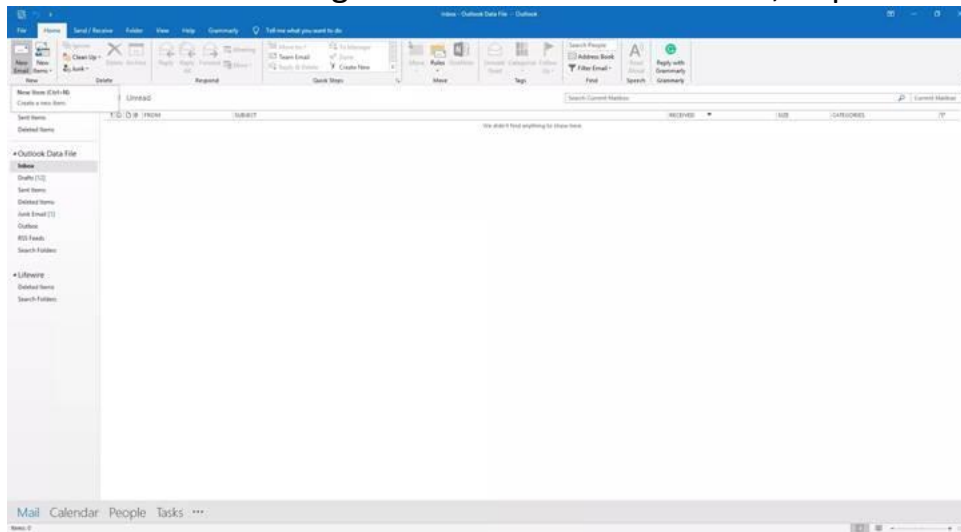
   

2. You can save an email template without a default subject in Outlook. Enter text, images, and other elements you want to appear in the email message template.

3. Remove signatures if you set up Outlook to add a signature automatically when you create a new message.

4. Once you've set up your email template, select File > Save As.
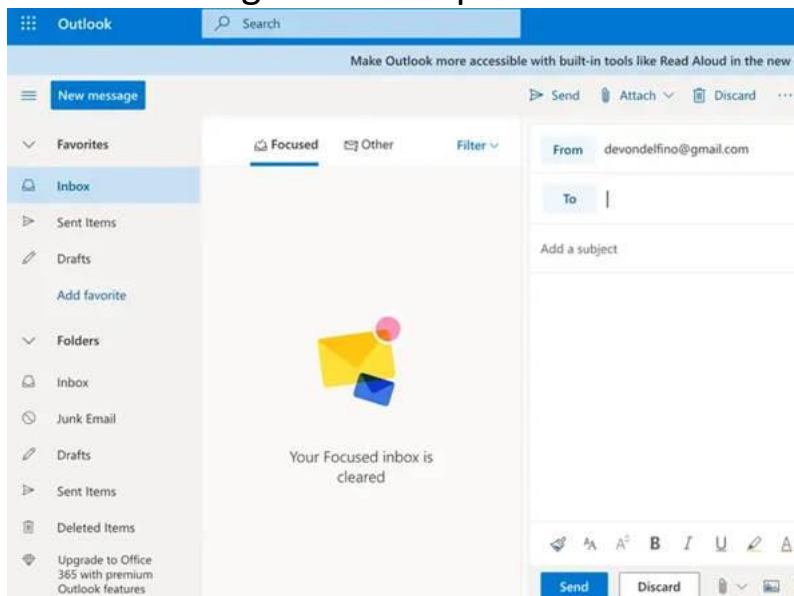


5. Enter a file name.

6. Select the Save as type dropdown arrow, then select Outlook Template (*.oft).
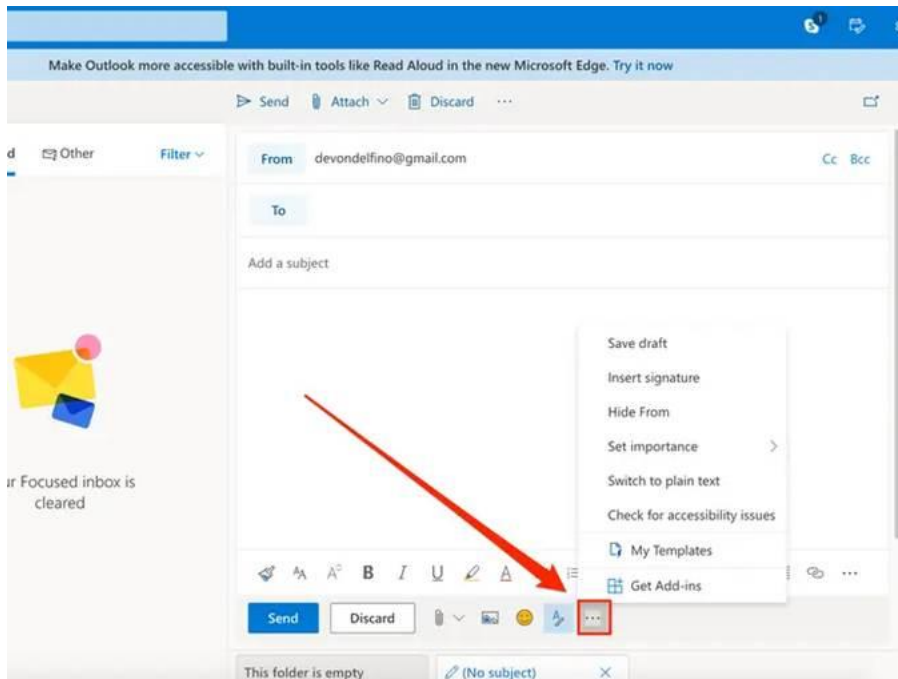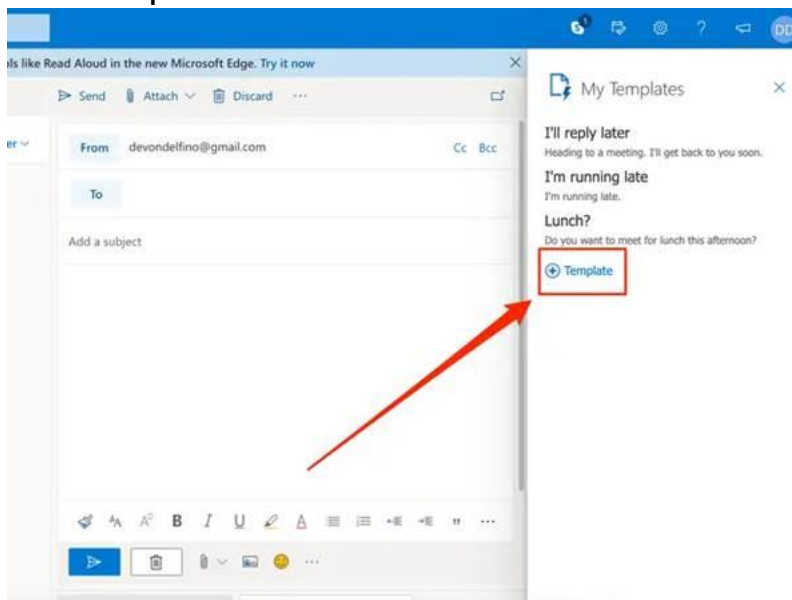
7. Select Save.
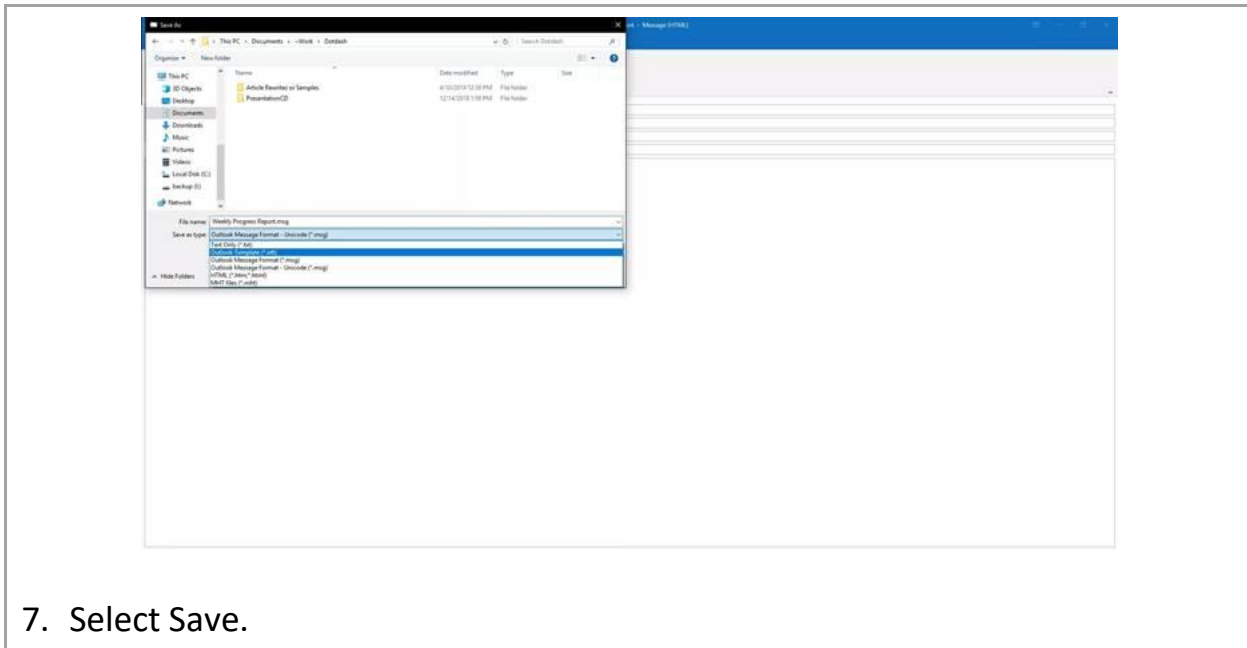
## Outlook in Office 365

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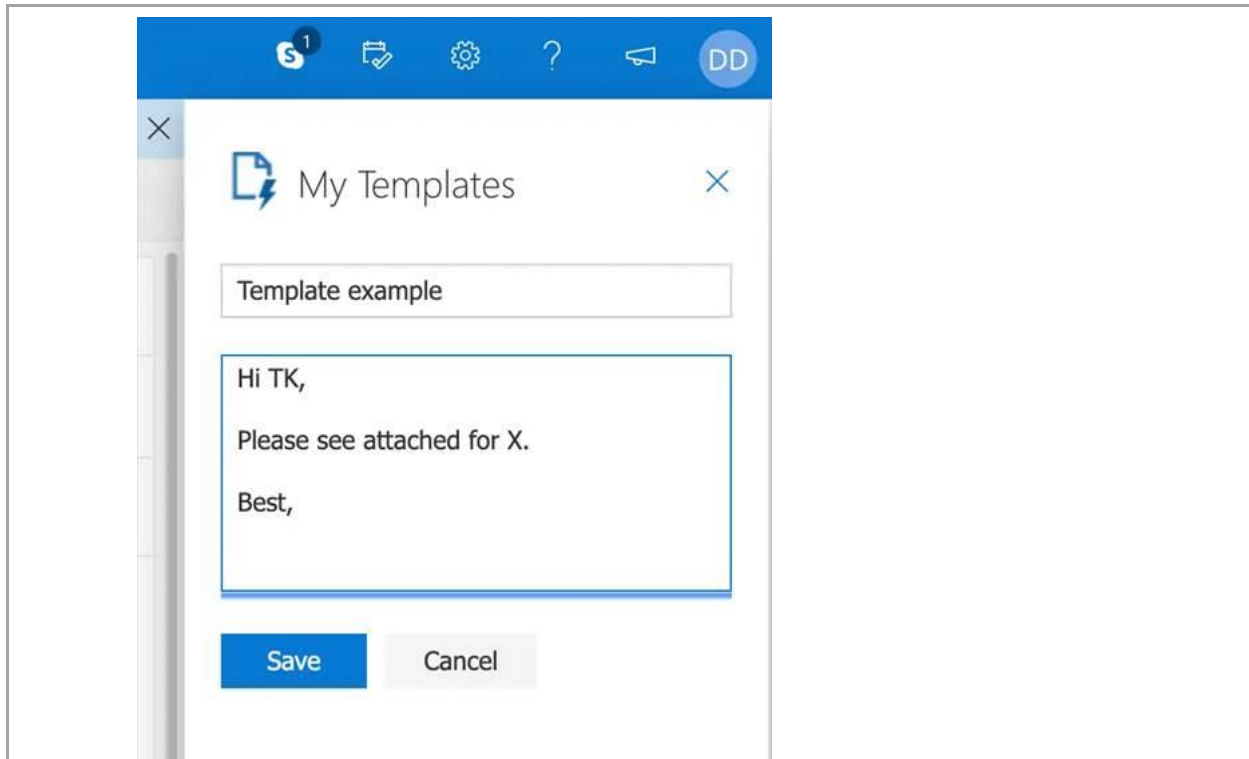2. Click "New Message" in the top-left corner of the screen.



3. Click "New Message."
4. Click the three dots in the lower menu of the new email.

5. Select "My Templates."
6. Click "+ Template."



7. Add your title and create the body copy for your template.

8. Name your 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

1. Select the Home tab, then select New Items > More Items > Choose Form.
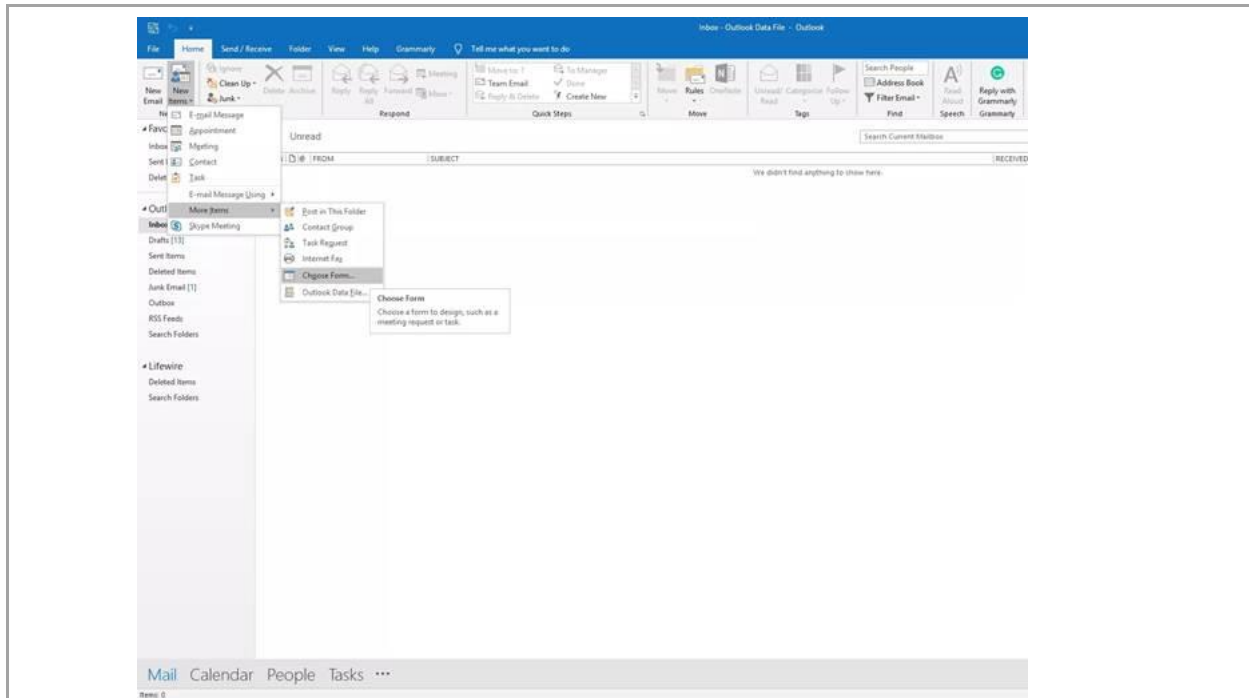
2. In the Choose Form dialog box, select the Look in dropdown arrow, then select User Templates in File System.
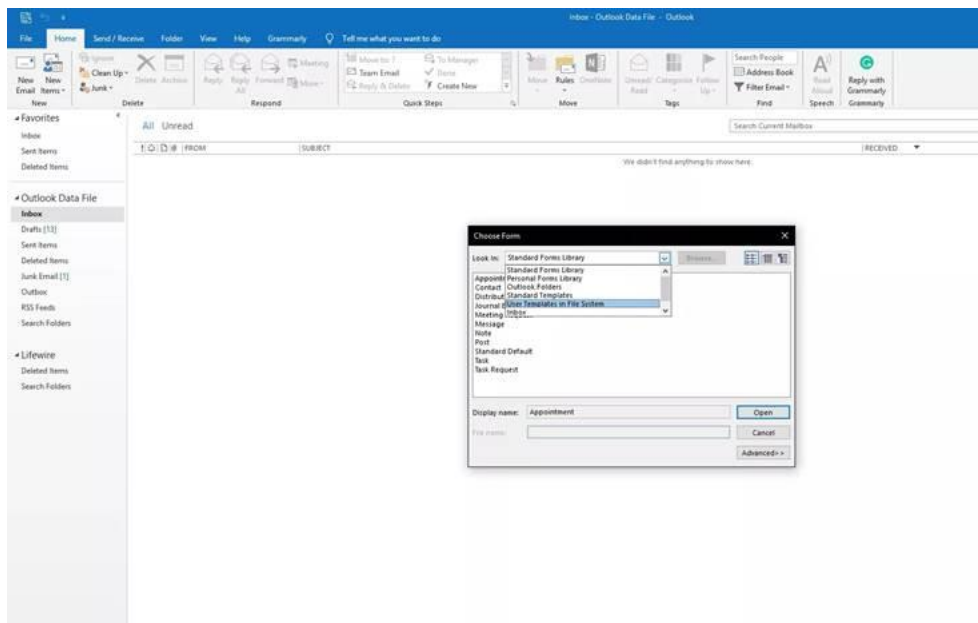


3. Select the template you want to use.

4. Select Open.