

## Outline

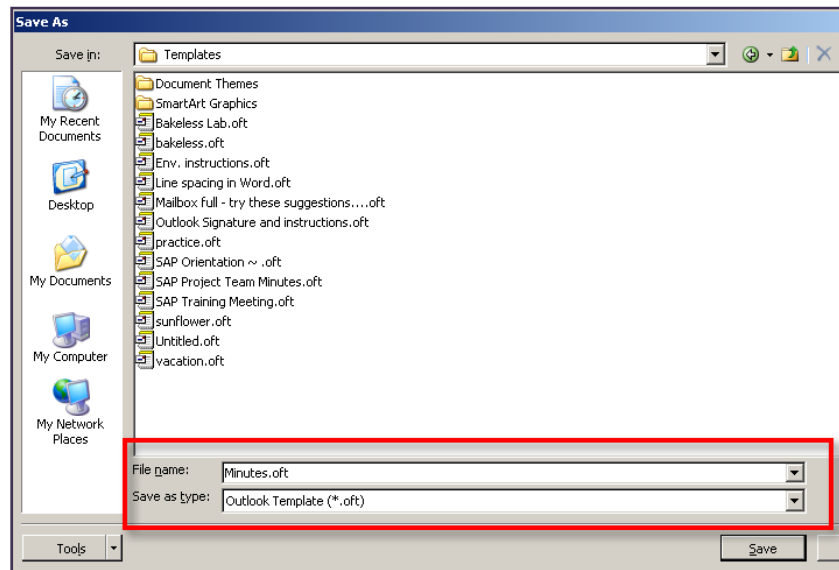
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## Create an email template

If you have an email message that is sent out regularly, templates can save time. Using templates, you create a message, which may include recipients, a subject line, and message content. Templates save time when there is message that needs to be sent repeatedly. When using a template, you may add or remove content as needed before sending. Format and create an email with the text you desire. You can fill in the To field if the email will always go to the same people; however, it is not required.



Click the Office Button in the upper left corner and choose Save as. A new window appears:



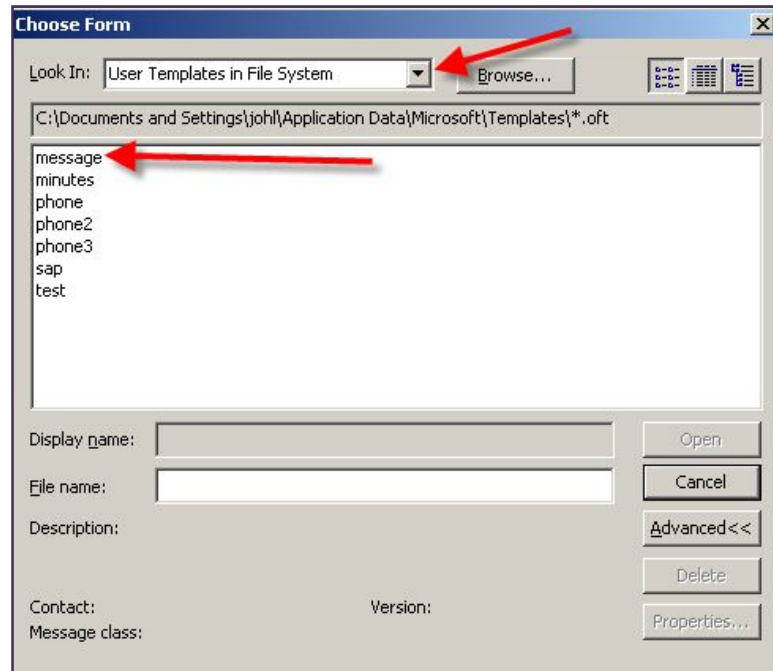
Under File Name – provide a name for your message.

Under Save As type – choose Outlook Template (\*.oft)

### Use the template by following these steps

At the main Outlook menu click File - New - Choose Form.

In the next window, browse to "User Templates in File System" in the area next to "Look In" ~ double click on the template you created.



That will add the template text into a new email. Customize the email as you wish and Send.

### Do you use an automatic signature for all email you create?

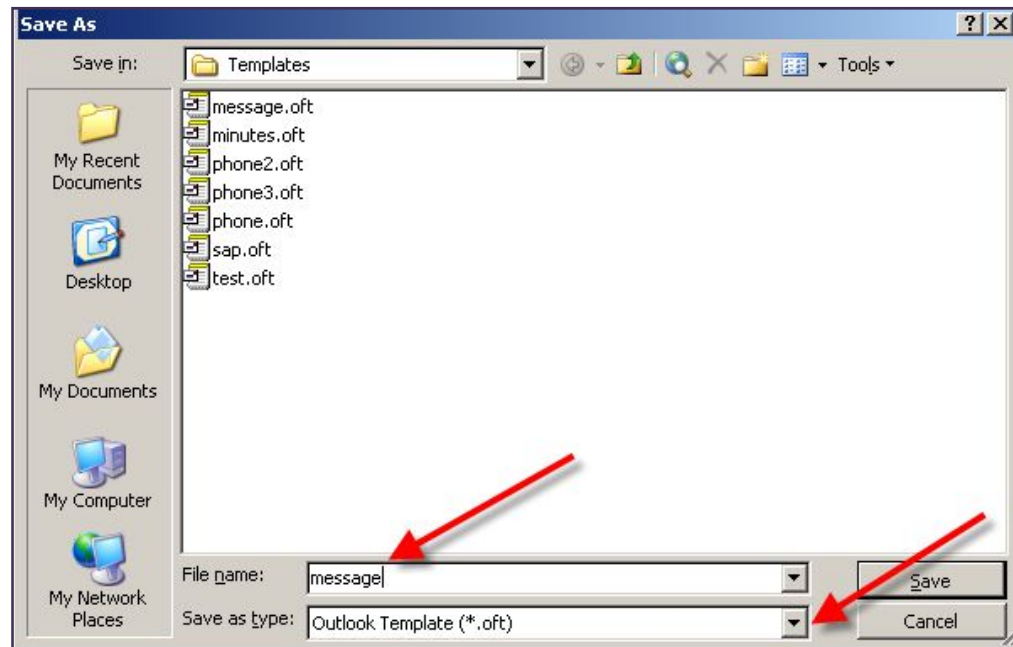
***If so, your signature block will appear at the top of any emails using a template. Delete if placement is not correct or turn off automatic signature before using a template by clicking Tools-Options-Mail Format. Under "Signature for New Messages" choose "None."***

## Revise a template

Open the template as if you were using it to send an email (per the instructions listed on page two).

Revise text as desired.

Click the Office button and choose Save As. A new window appears...make sure the Save in location says Templates, as in screenshot below:



If the "Save as type:" does not say "Outlook template (\*.oft)", use the drop down arrow and choose that.

To overwrite an existing template, click on that template name in the list that displays. Then click Save.

## Delete an email template

You must navigate to the place on your computer where Outlook Templates are stored in order to delete.

Right mouse click on the Start button.  
Choose Explore.

Find the folder that's under C:\Documents and Settings\{**YourName**}\Application Data\Microsoft\Templates

Once you click on the Templates folder, you'll see any templates you've created.  
Click on the one(s) you want to delete and press the Delete button.