

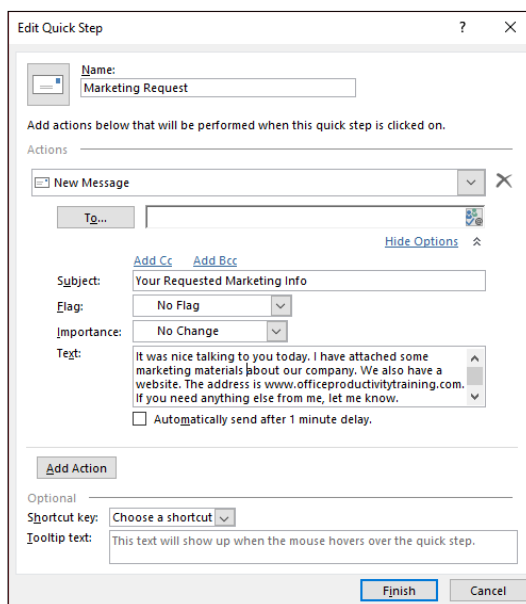
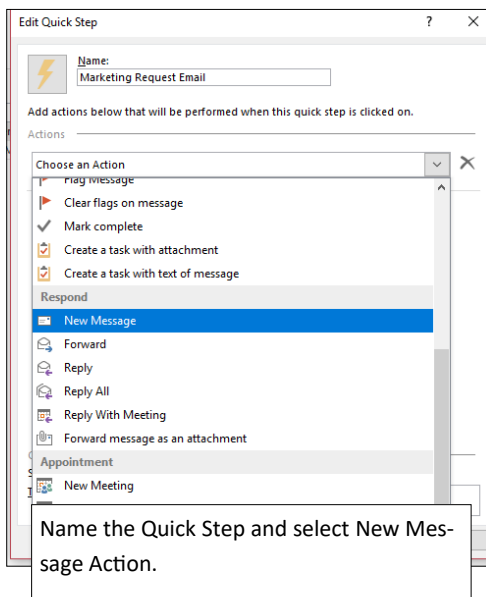
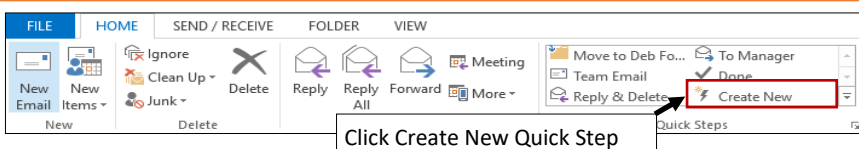
OUTLOOK TIPS

Email Templates

Using Email Templates in Outlook

HOW TO CREATE AN EMAIL TEMPLATE QUICK STEP

1. Copy text from a standard email.
2. From the Home tab, choose **Create New** from the Quick Steps gallery.
3. Type a name for the Quick Step.
4. Select the action menu, and scroll to the Respond category. Choose **New Message**.
5. Click the **Show Options** button to view messaging choices.
6. **Enter all necessary message information**, including subject line. Press Ctrl + v to Paste the copied text into the text field.
7. Click **Finish** to Create the Quick Step.
8. The new email Quick Step appears in the Quick Step Gallery. Click the Email Quick Step button to create a new email.



Select Quick Step to create email.

