OUTLOOK TIPS

Email Templates

Using Email Templates in Outlook



Move to Deb Fo...

Team Email

Reply & Delet

Add actions below that will be performed when this quick step is clicked on.

Quick Steps

G To Manager

Create New

X

×

HOW TO CREATE AN EMAIL TEMPLATE QUICK STEP

🕞 Ignore

ዀ Clean Up ▾

×

Delete

Meeting

Reply Reply Forward More

Edit Quick Step

Choose an Action

Click Create New Quick Step

Marketing Request Email

Clear flags on message Create a task with attachment

Create a task with text of message

.

New

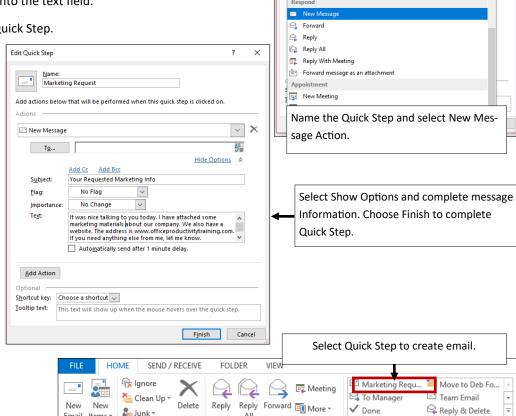
Email Items - Louis

- Copy text from a standard email.
- From the Home tab, choose Create New from the Quick Steps gallery.
- Type a name for the Quick Step.
- Select the action menu, and scroll to the Respond category. Choose New Message.
- Click the **Show Options** button to view messaging choices.
- Enter all necessary message information, including subject line. Press Ctrl + v to Paste the copied text into the text field.

Email Items * New

Delete

- Click Finish to Create the Quick Step.
- The new email Quick Step appears in the Quick Step Gallery. Click the Email Quick Step button to create a new email.



Respond

