



Filter by title

Overview

- > Getting started
- > Accounts
- > Address Book
- > Attachments
- > Categories and conversations
- > Electronic business cards
- > Forms and message classes
- > Fields and controls
- > Outlook controls
- > Outlook forms
 - Add-ins overview
 - Create a form region
 - Create an Outlook form
 - Customize forms using form pages
 - Customize forms using form regions
 - Form regions
 - Set default properties for a form
 - Set the attributes of a form
 - Test and publish your forms
 - Troubleshooting forms
- > Customizing forms
 - > Creating form regions
 - > Configuring forms
 - > Specifying form behavior
 - > Basic control tasks
 - > Secondary control tasks
- > How-to topics
- > Object model
- > PowerPoint
- > Project
- > Publisher
- > Visio
- > Word
- > Language reference
- > Library reference

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Create an Outlook Form

Article • 01/22/2022 • 6 contributors

Feedback

You must base all custom forms in Microsoft Outlook on standard forms. Some of the default pages of these forms can be customized. If you don't want to use the functionality in a default form that Outlook provides, you can customize the form by hiding, adding, or replacing portions of pages or entire pages, or by replacing entire standard forms.

There are a few things to consider when you select the standard Outlook form for your custom form solution:

- Routing versus folder-based solutions

If you plan to distribute the custom form by email, choose the standard mail message form. If you plan to post the custom form in a public folder, choose the standard post form.

- Built-in fields on the standard form

Select the form for the type of item that has fields best suited to the needs of your custom solution. Each type of Outlook item has a set of fields built into it. For example, to see all of the fields that are available in an email message, click **All Mail Fields** in the **Field Chooser**. For more information, see [Using the Field Chooser](#).

- Extent of customization

When you select a standard form, consider the extent to which you want to customize the form. Most standard forms have more than one page on the form, but only the pages on the mail and post forms, and the **General** page on the contact form are customizable. To change many of the existing standard form pages, you can:

- Hide the existing page on the form, create a new page, and add fields or controls to that page.
- Use additive form regions to extend the user interface on the default form or to add an extra page to a standard form.
- Use replacement form regions to replace a default page or an entire standard form.

To design an Outlook form

- On the **Developer** tab, in the **Custom Forms** group, click **Design a Form**, and then select the standard form on which to base your custom form.
- Add the fields, controls, and code that you want to your new form. For more information, see [Using Fields with Controls](#), [Using Visual Basic with Outlook](#), and [How to: Create a Form Region](#).
- Set form attributes for the custom form.
- Publish the form. (For more information, see [How to: Publish a Form](#).)

Note

- To make the custom form available so that you or other users can create new items in a folder, you must publish the form to the folder. If you want the form to be available to other users, publish the form to a public folder so that it is available to users who have permissions to that folder. If you want the form to be available only to you, publish it in a personal folder.
- Form regions cannot be published to the server; you must deploy them by using an add-in. For more information, see [Extending a Form Region with an Add-in](#).

Support and feedback

Have questions or feedback about Office VBA or this documentation? Please see [Office VBA support and feedback](#) for guidance about the ways you can receive support and provide feedback.

Feedback

Was this page helpful? Yes No

Additional resources

Training

Module
[Build Office Add-ins for Outlook - Training](#)

This module walks through development of Office Add-ins for Microsoft Outlook.

Certification
[Microsoft Office Specialist: Outlook \(Office 2016\) - Certifications](#)

Demonstrate that you have the skills needed to get the most out of Outlook 2016 by earning a Microsoft Office Specialist (MOS) certification.