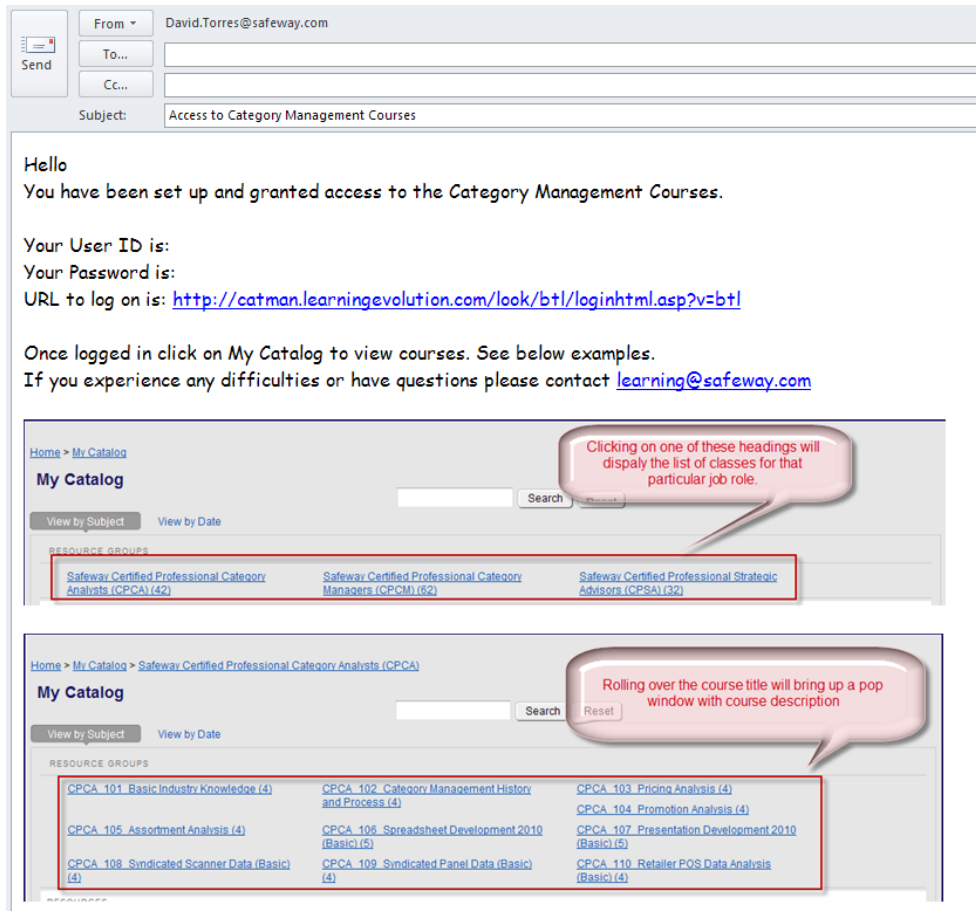
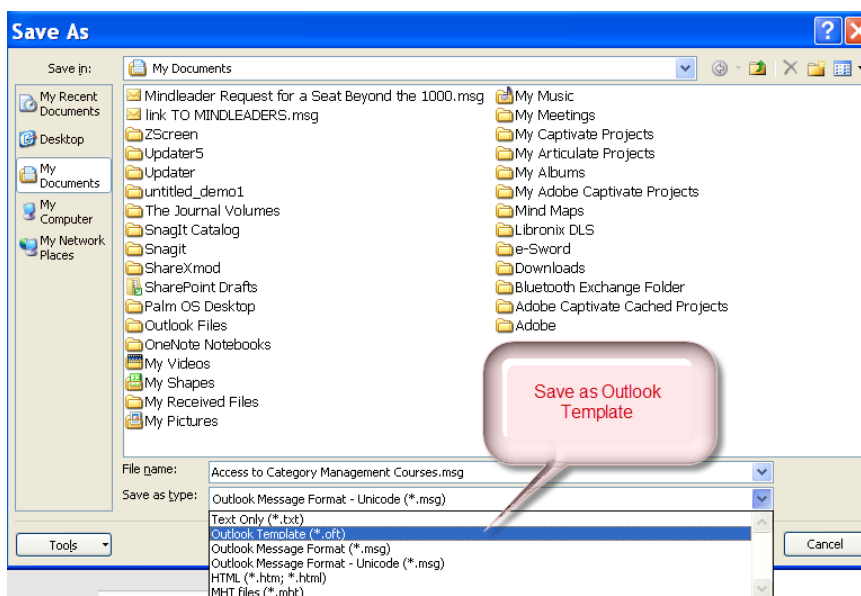


# How to create a Template in Outlook Mail

1. Start by opening a new email. Inside the email type in a subject line and add the content to the body of the email. You can leave the greeting unfinished. Leave any lines in the body of the content partially finished that would require personalization at the last minute.



2. Once you have the Subject line and body content done you must save the email as an Outlook Template.

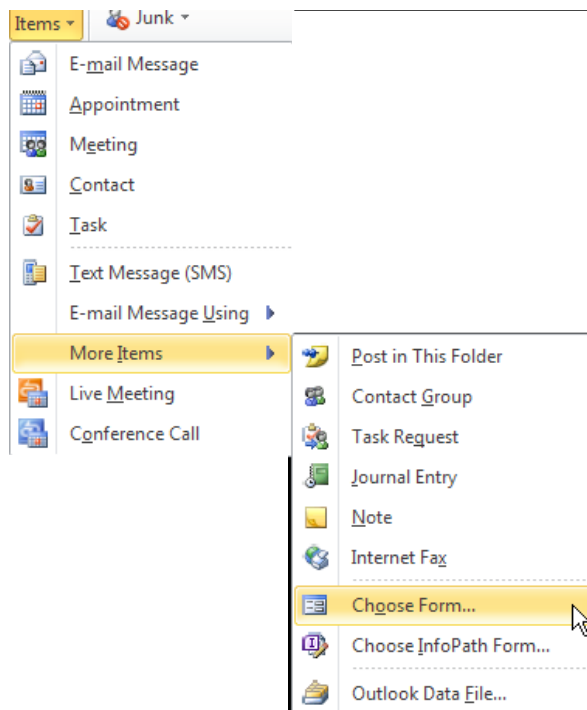


3. Now that your email is saved as a template you can use it.

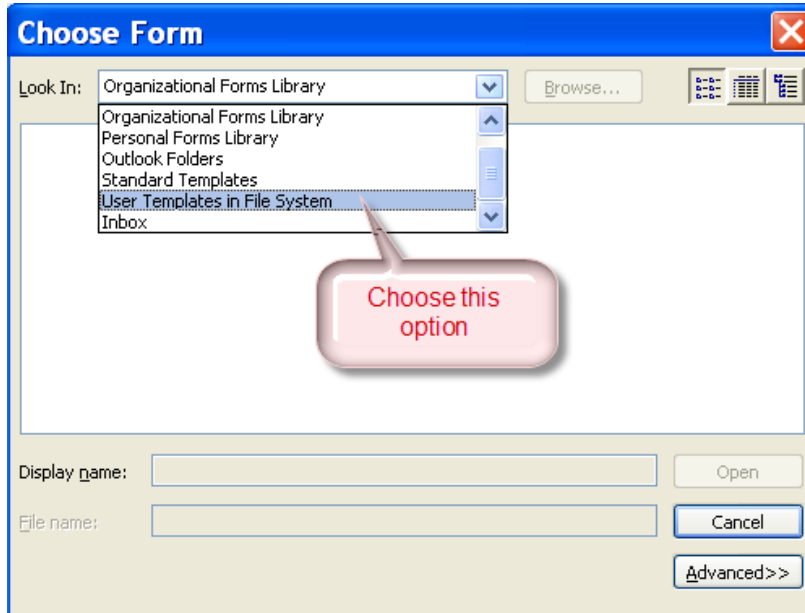


4. You will get the below drop down menu selection.

- Select More Items
- Select Choose Form



5. You will come to the below window it will default to Organizational Forms Library
6. Use the drop down menu arrow
  - Choose “User Templates In File System” to access your template



1. At the window below you would choose the name of the template you had created and click on it which then brings it up for use.

