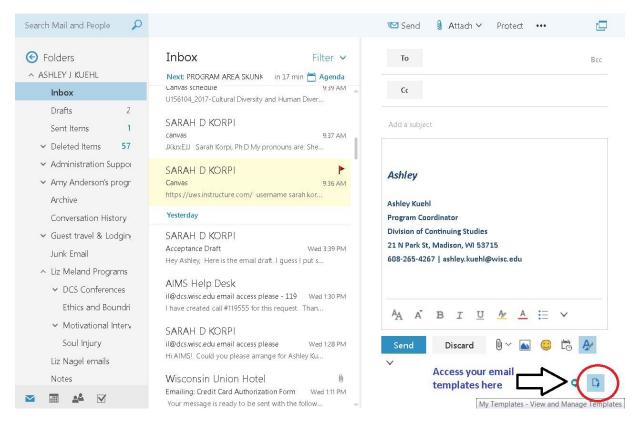
How to Make Email Templates in Office 365 or Microsoft Outlook

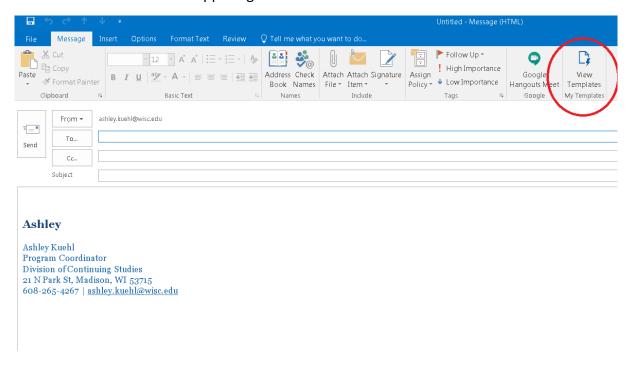
Making email templates in Microsoft Outlook is simple! You're also saving time by not having copy and paste or write out the same common reply over and over again.

Step 1: Start off by creating a new email.

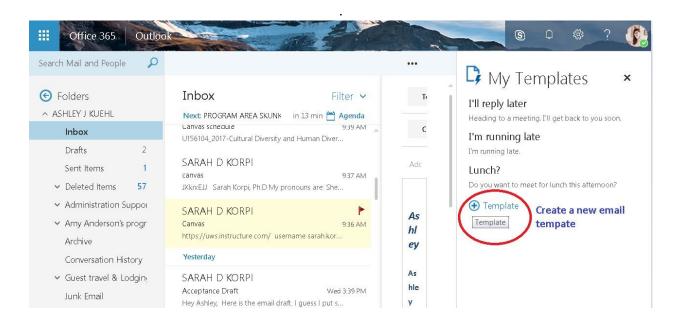
If you are using Office 365 (the online version) you will notice an icon in the bottom right corner of your email that looks like a blank sheet with a blue lightening bolt. This is your templates icon. Click on it to reveal your list of email templates.



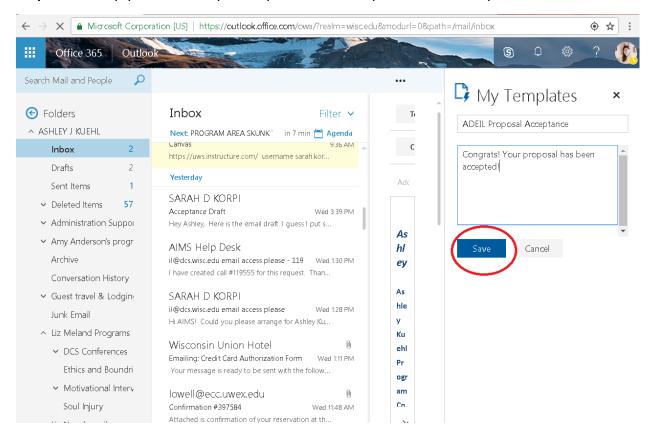
Or if you use Microsoft Office Software on your computer the templates are located in the upper right hand side of a new email.



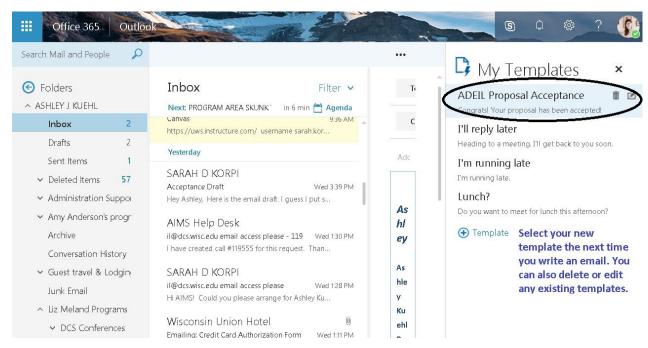
Step 2:. You can also add to this list your own unique replies to drop into emails by selecting the blue circled plus sign icon at the botton of the templates list. Clicking this icon will prompt you to create a new tempalte



Step 3: Write up your own unique template with a unique title and save your work.



Step 4: Now that you have a new template saved, try adding it to an email. Open your templates list once again and click on the template you'd like to insert in your email. Then close your templates list.



Step 5: Congrats you just dropped your first template into an email. Adjust the email to your unique recipient and send!

