

How to Create an Email Template in Microsoft Outlook

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If you're in the habit of writing dozens of emails that more or less look the same, you're wasting valuable time if you create each one from scratch. There's an easier way. From within Microsoft Outlook, you can create an email template that is pre-formatted with specific fonts, backgrounds, signatures or other special effects. Here's how you do it...

Difficulty: Easy

Instructions

things you'll need:

- A computer running Microsoft Windows
- Microsoft Outlook--any version except Outlook Express

Creating an Email Template

- 1 Click on the TOOLS menu, then click on OPTIONS. Click on the MAIL FORMAT tab.
- 2 Uncheck the box that reads USE MICROSOFT OFFICE WORD 2003 TO EDIT EMAIL MESSAGES. Click APPLY and then OK.
- 3 Click on FILE at the top of the page, then NEW and MAIL MESSAGE. You can also create a new email message by clicking on the NEW MAIL MESSAGE button on the toolbar at the top of the screen.
- 4 After the new mail message opens, type in a subject line and compose your content. Be sure to leave space for text or photos you'll be adding later. Click on FILE, SAVE AS. In the SAVE AS TYPE list, choose OUTLOOK TEMPLATE, then click on SAVE.
- 5 To restore Microsoft Word as the message editor, click on OPTIONS, TOOLS, MAIL FORMAT, then click on the checkbox that reads USE MICROSOFT OFFICE WORD 2003 TO EDIT EMAIL MESSAGES. Click APPLY and then OK.

Composing a Message Using the Template

- 1 From your Outlook INBOX, click on the TOOLS menu. Point to FORMS and click on CHOOSE FORM.
- 2 In the CHOOSE FORM dialogue box, click in the LOOK IN drop-down menu and select USER TEMPLATES IN FILE SYSTEM. Select your template and click on OPEN.

3 Edit or add the necessary text, colors or graphics to your email and click on the SEND button.

Tips & Warnings

- When naming your email templates, create names that will make sense to you 6 months from now.
- Keep the naming convention short and consistent.
- Try to get in the habit of choosing the same email template for specific types of correspondence. If you do, people will immediately identify with the content of the email just by the way it looks.
- Try not to put a specific person's name in the title of the template--you'll probably be using the template for many different people.