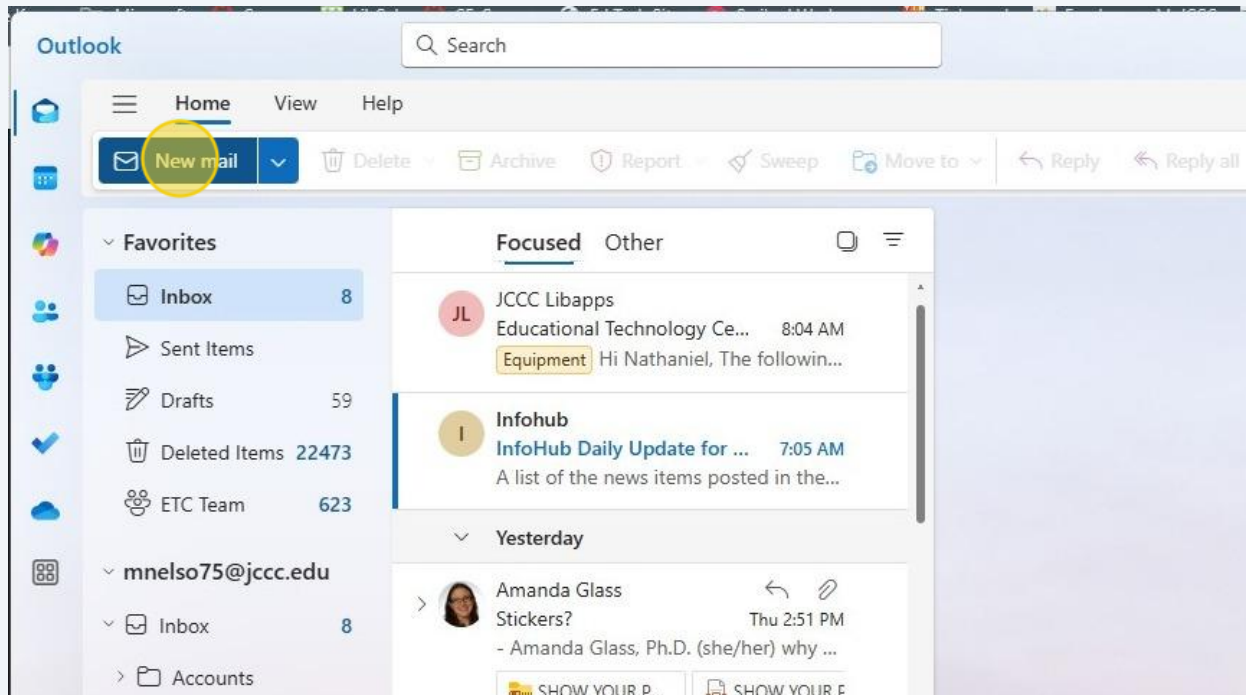
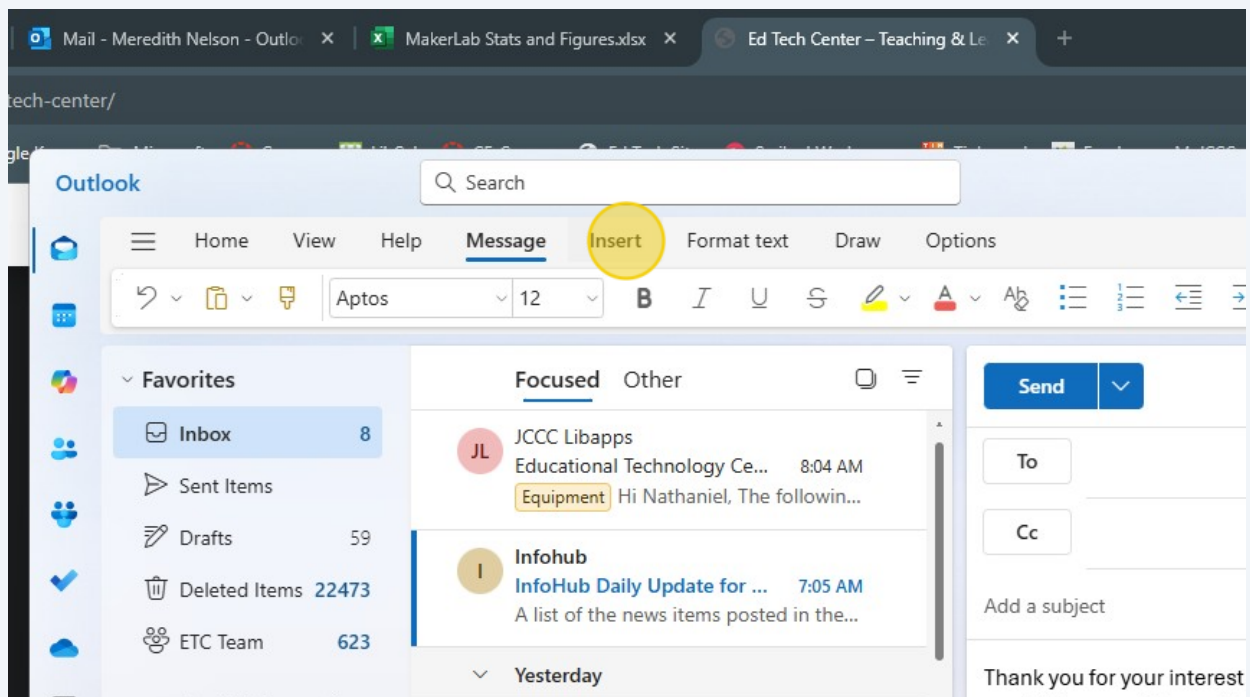


# Create an Email Template in Outlook

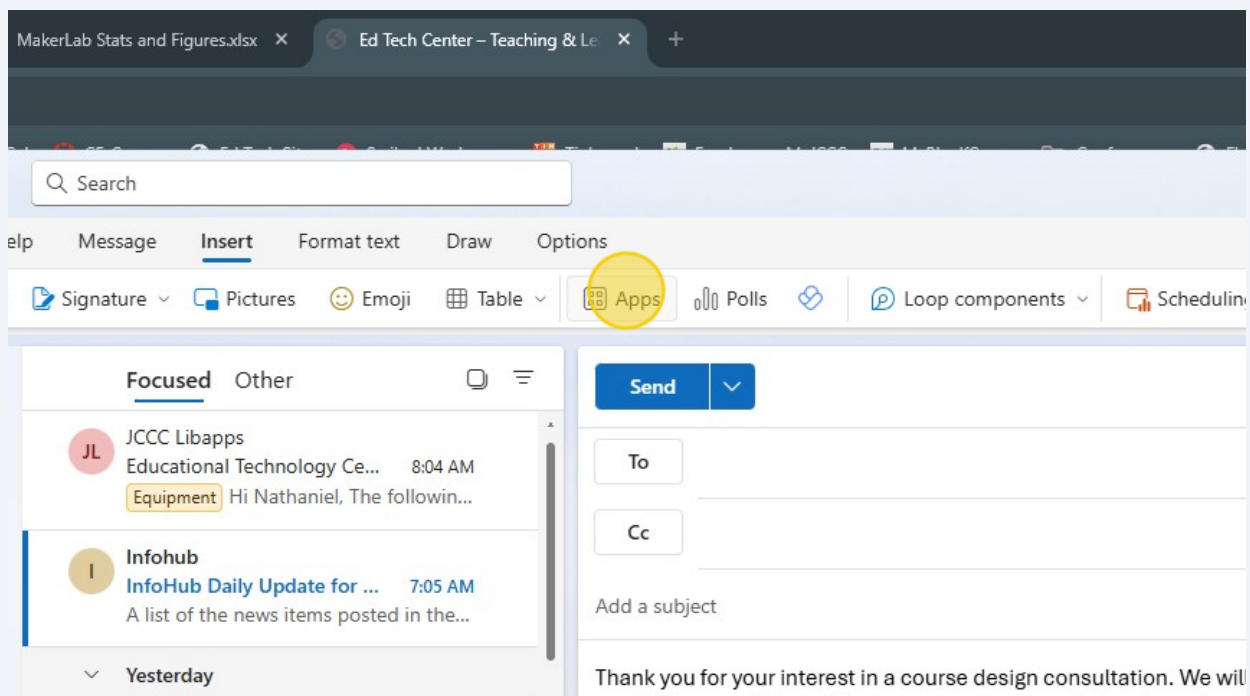
- 1 Click on "New Mail" as if you're writing an email



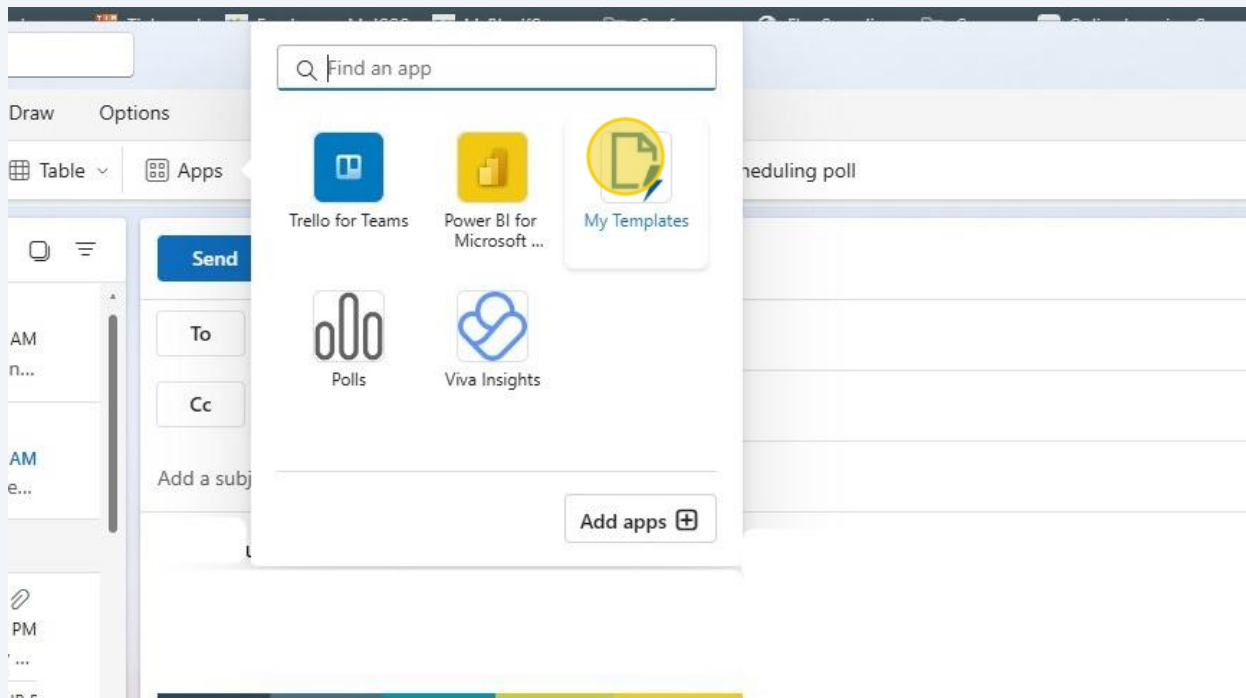
## 2 Click "Insert" in the ribbon at the top



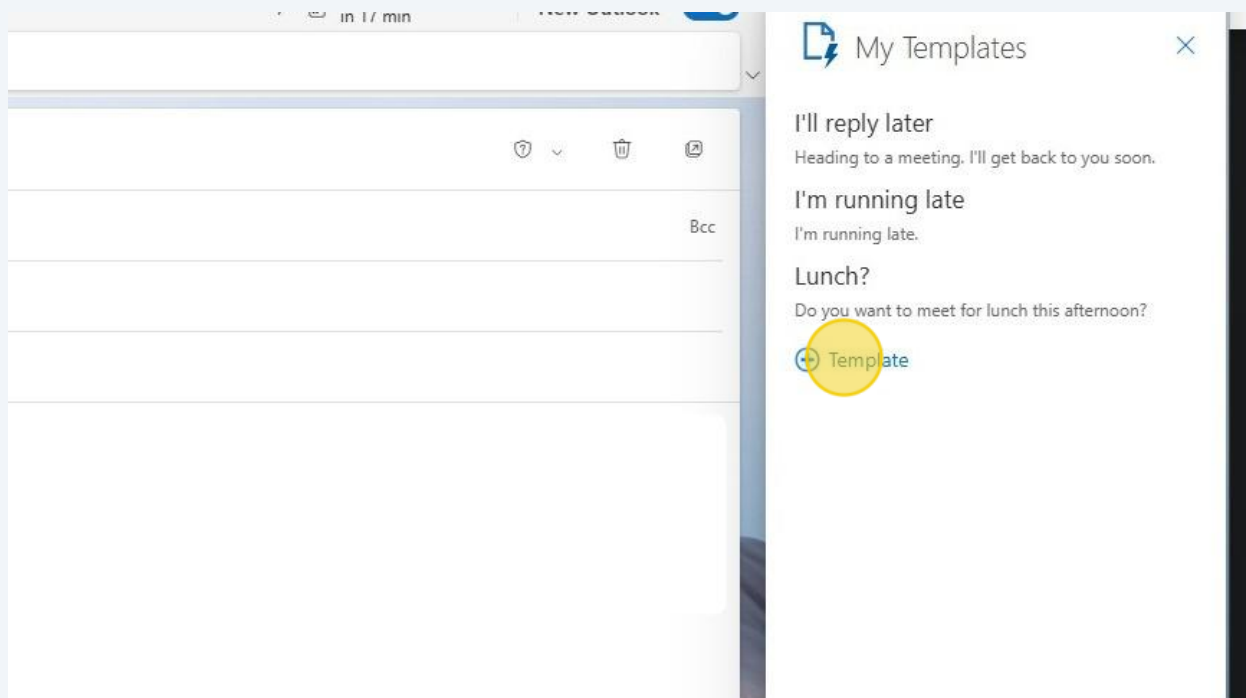
## 3 Click "Apps"



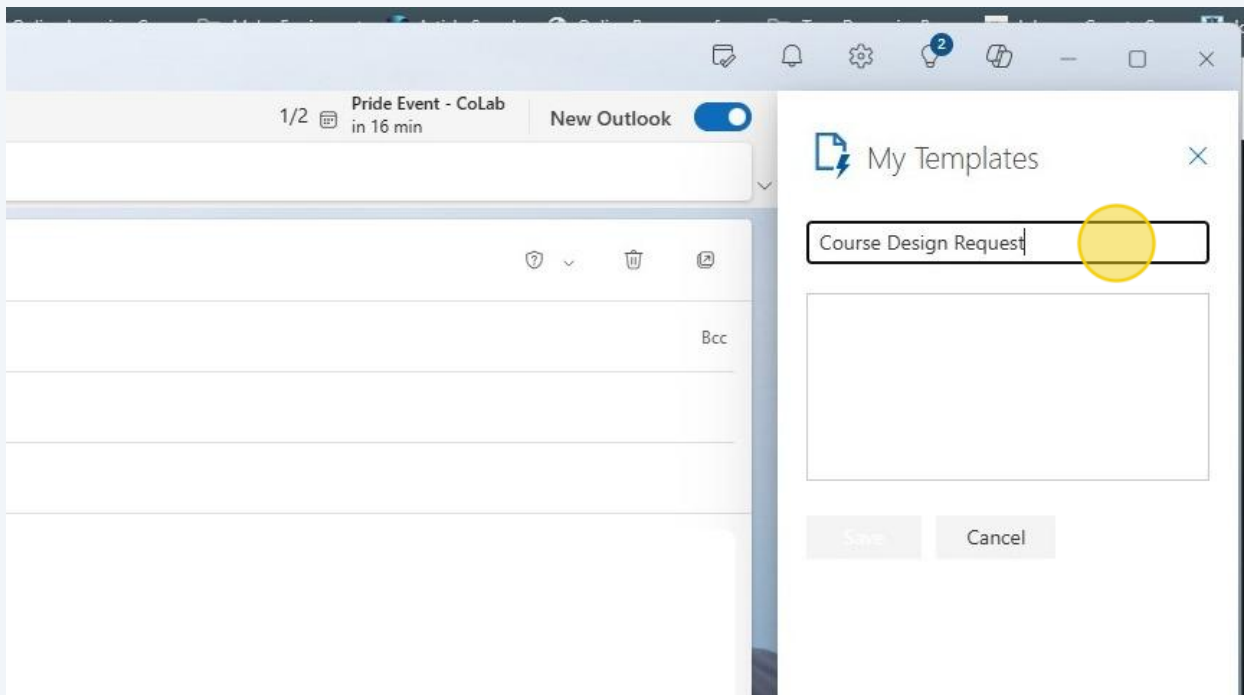
#### 4 Click "My Templates"



#### 5 Click the "+" to create a new email template

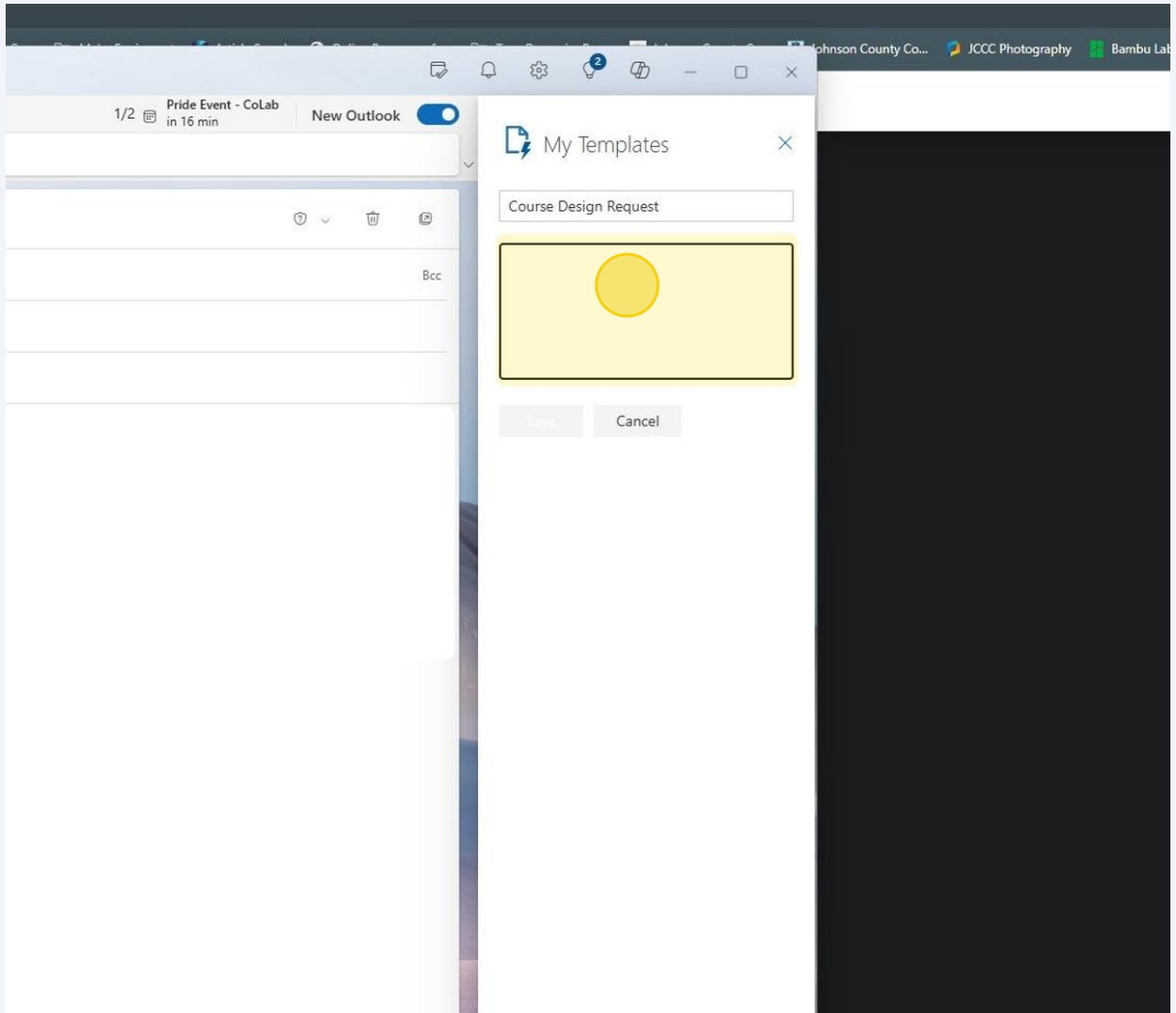


## 6 Give your template a title

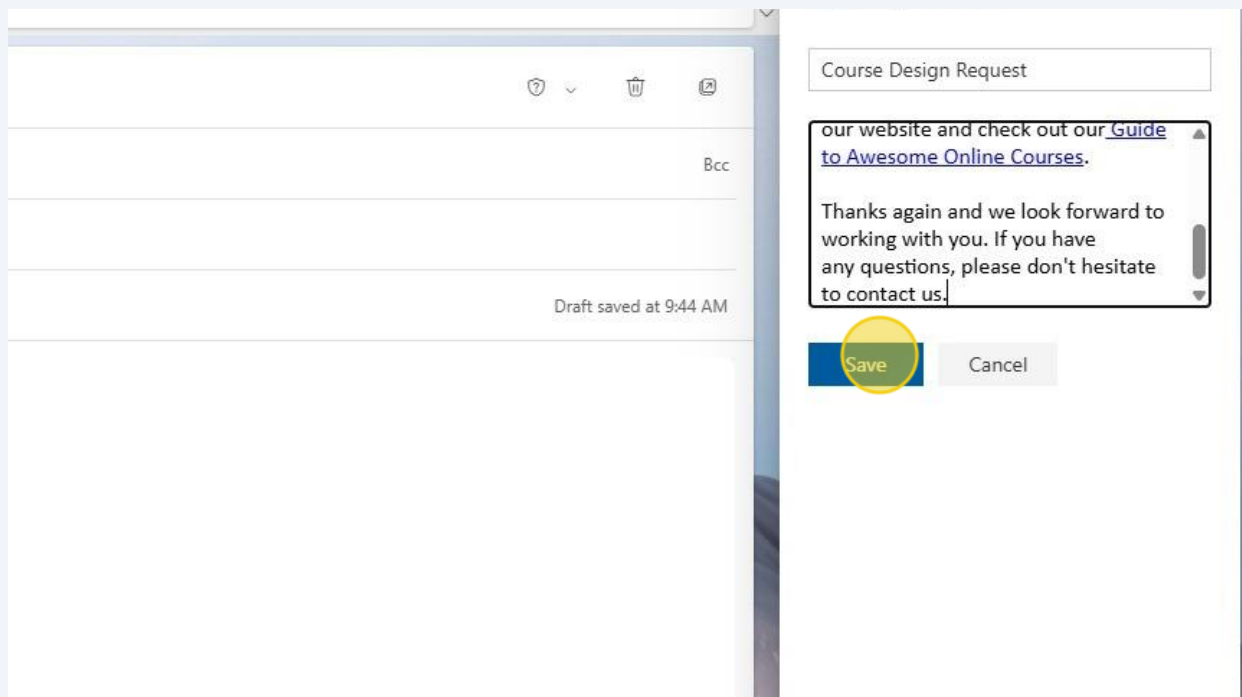


7

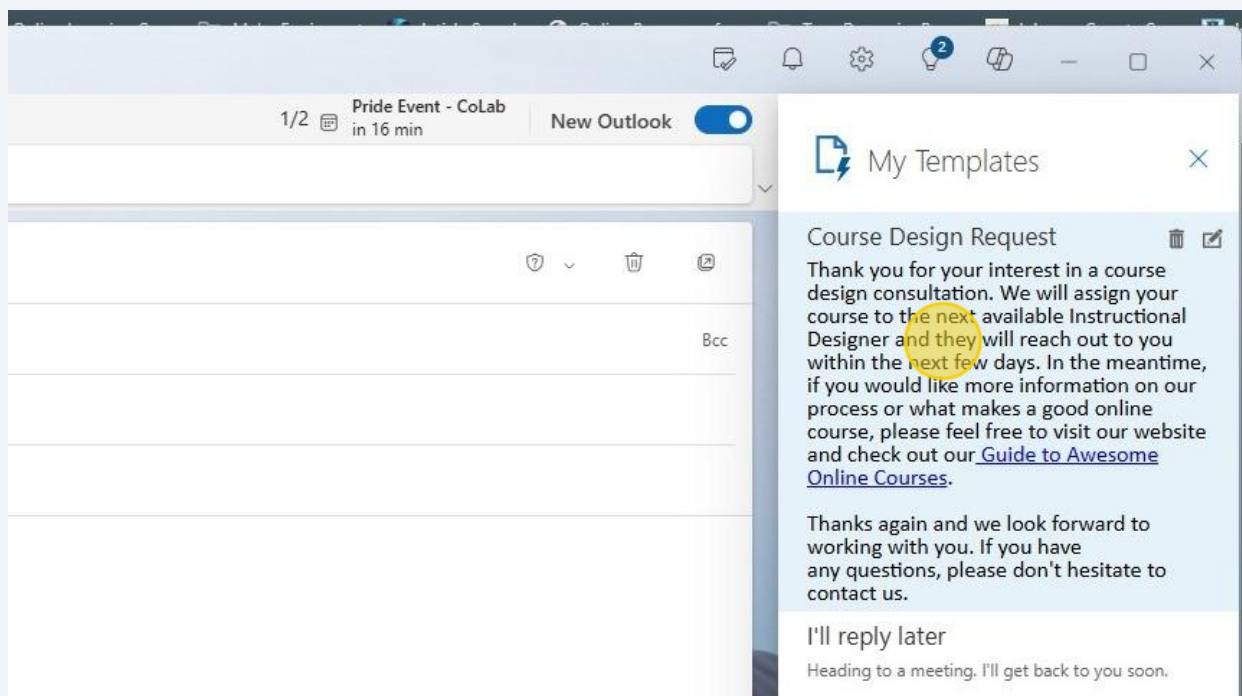
Put your message text in the box below it



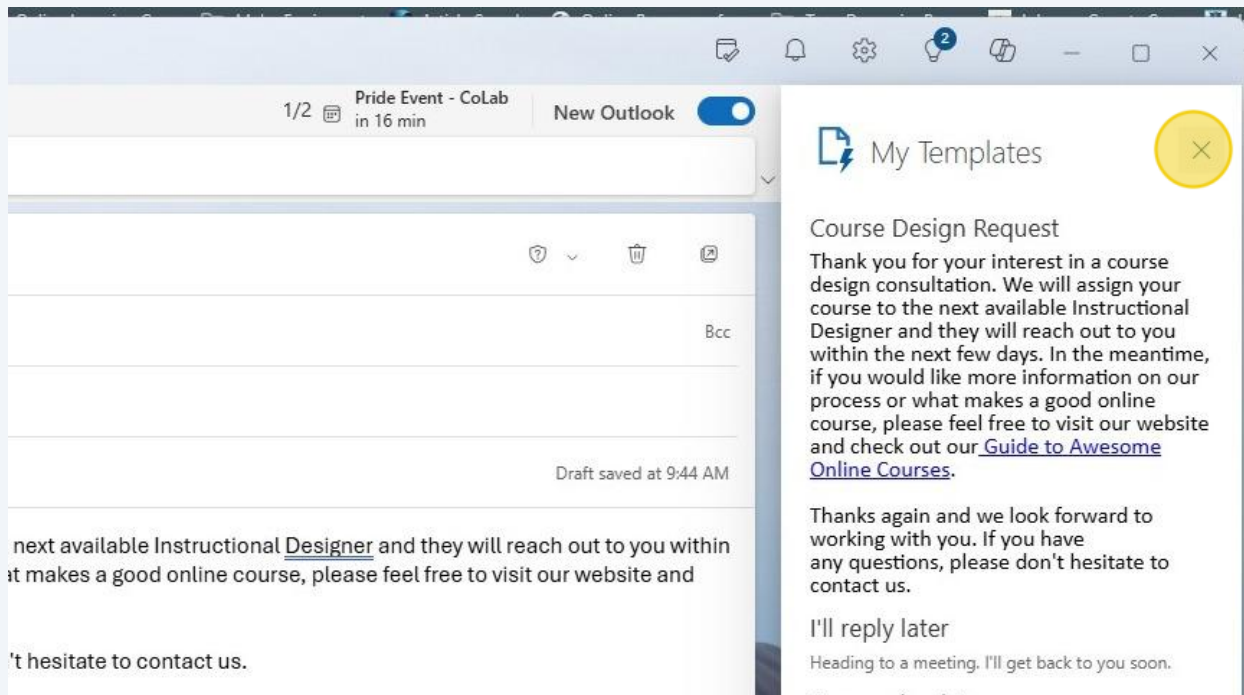
## 8 Click "Save"



## 9 To use a template, simply click on it and it will populate the email



## 10 Click here to exit My Templates



## 11 Add the recipient and the Subject and Send as normal

