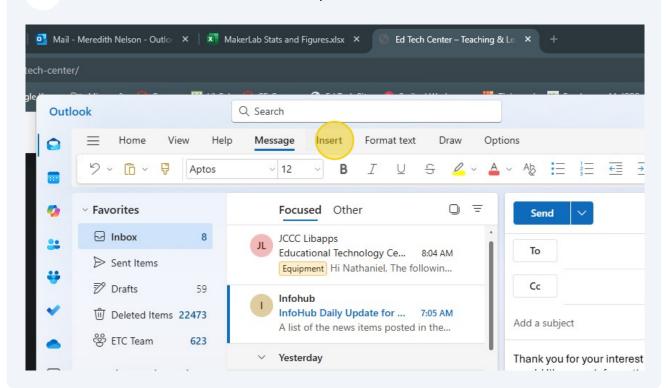
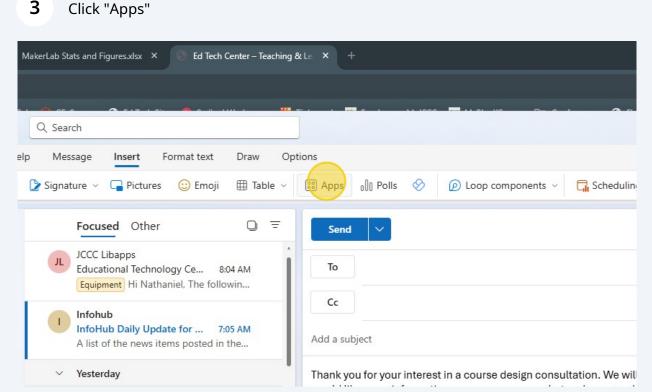
Create an Email Template in Outlook

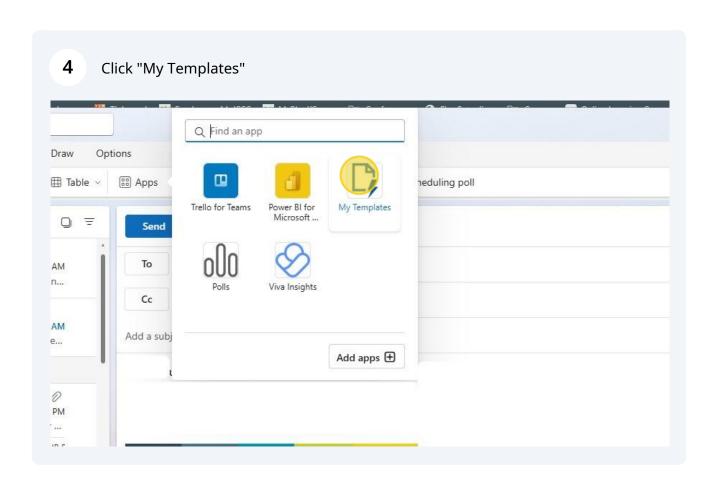
1 Click on "New Mail" as if you're writing an email Outlook Q Search Help 🗓 Delete O = Favorites Focused Other ☑ Inbox 8 JCCC Libapps Educational Technology Ce... 8:04 AM > Sent Items Equipment Hi Nathaniel, The followin... Drafts 59 InfoHub Daily Update for ... 7:05 AM Deleted Items 22473 A list of the news items posted in the... er ETC Team 623 Yesterday ∨ mnelso75@jccc.edu Amanda Glass Stickers? Thu 2:51 PM ∨ 😡 Inbox 8 - Amanda Glass, Ph.D. (she/her) why ... > 🗀 Accounts SHOW YOUR P... SHOW YOUR F

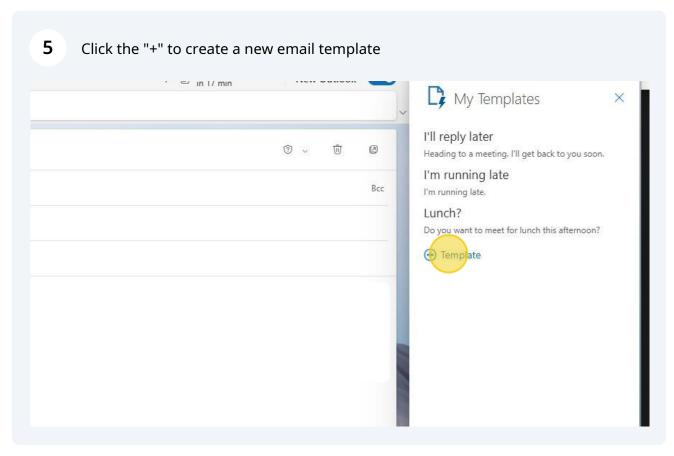
2 Click "Insert" in the ribbon at the top

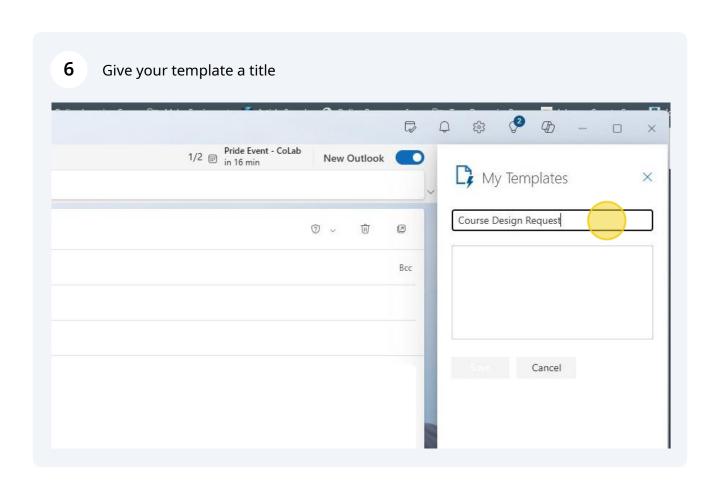


3

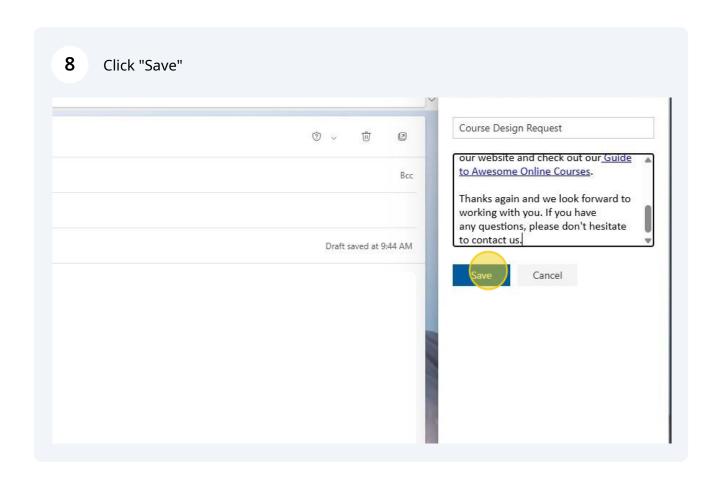


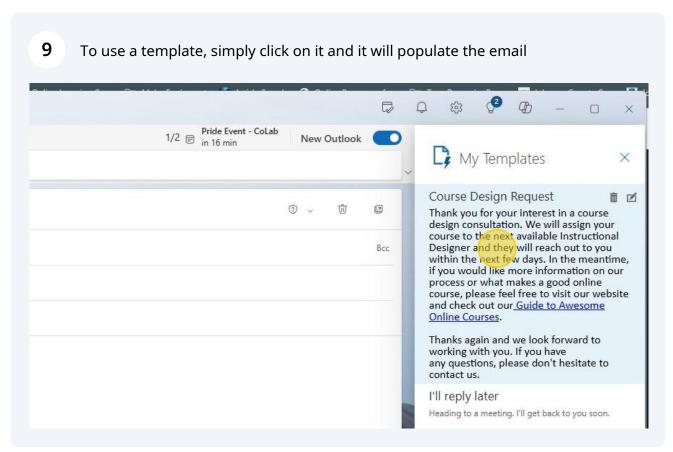






7 Put your message text in the box below it ohnson County Co... 🦻 JCCC Photography 🕌 Bambu Lal - 🗆 × 1/2 Pride Event - CoLab in 16 min New Outlook My Templates Course Design Request ⑦ ~ Û Всс Cancel





10 Click here to exit My Templates £33 0 Pride Event - CoLab New Outlook My Templates Course Design Request Û 1 Thank you for your interest in a course design consultation. We will assign your course to the next available Instructional Всс Designer and they will reach out to you within the next few days. In the meantime, if you would like more information on our process or what makes a good online course, please feel free to visit our website and check out our Guide to Awesome Draft saved at 9:44 AM Online Courses. Thanks again and we look forward to working with you. If you have next available Instructional Designer and they will reach out to you within any questions, please don't hesitate to it makes a good online course, please feel free to visit our website and contact us. I'll reply later 't hesitate to contact us. Heading to a meeting. I'll get back to you soon.

