Outlook: Email Templates

Christine Clevenger - 2018-07-03 - Email and Collaboration

Email templates in Outlook are a great time-saver. They save you the trouble of writing the same email message over and over again.

- In Outlook, start a new email message just like normal. You don't necessarily have to put a subject line in the email when creating a template, but we like to do this.
- Next, type the canned message that you'd like to create a template for. For example: "Thanks so much for your question today. I'm going to look into this and get back to you with an answer within 24 hours."
- Click **File > Save As.** You can alter the file type that you save the email as. From the dropdown menu, select the **Outlook Template** file type. After you save it, you now have the option of using this as a template to quickly send emails like it in the future.
- To use your new template, go to **New Items > More Items > Choose Form > User Templates in File System.** Select the template that you just saved, and you've instantly created a new email using your original template.