FLORIDA ATLANTIC UNIVERSITY
Charles E. Schmidt
College of Medicine
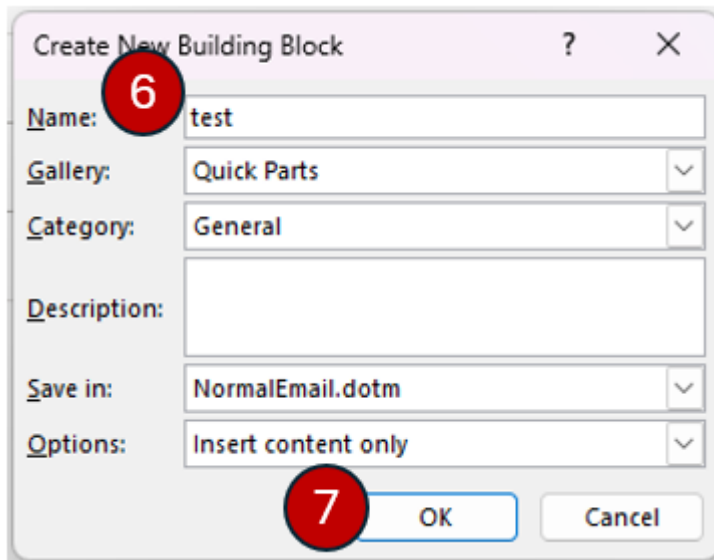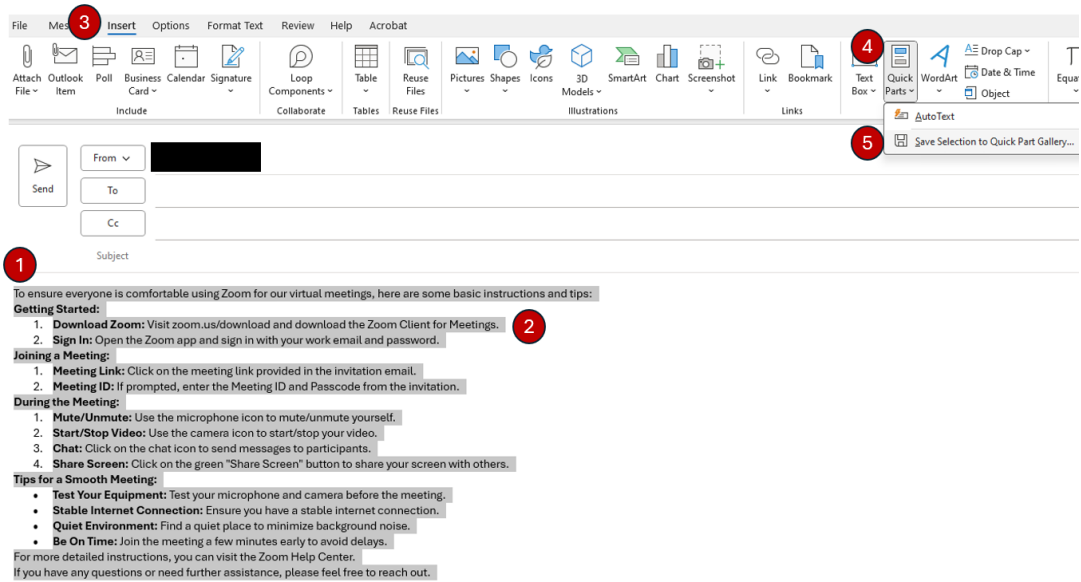
Outlook: Quick Parts

Samantha Starr - 2025-08-05 - [Office/Windows Support](#)

Outlook: Quick Parts

Quick Parts is a feature in Outlook that allows you to create, store, and reuse pieces of content in your email.

1. **Compose Your Content**: Start by opening a **New Email** and type the text or insert the content (like images or tables) you want to save as a Quick Part.

2. **Select the Content**: Highlight the content you want to save.

3. Go to the **Insert** tab.

4. Click on **Quick Parts** in the Text group.

5. Select **Save Selection to Quick Part Gallery**.

6. **Name and Categorize**: In the dialog box that appears, give your Quick Part a name, choose a gallery (usually "Quick Parts"), and optionally, add a category and description.

7. **Save**: Click **OK** to save your Quick Part.

Now, whenever you want to use this Quick Part, you can go to the **Insert** tab, click on **Quick Parts** then **Autotext** , and select it from the gallery.

File   Mes   **3** Insert   Options   Format Text   Review   Help   Acrobat

Attach File | Outlook Item | Poll | Business Card | Calendar | Signature | Loop Components | Table | Reuse Files | Pictures | Shapes | Icons | 3D Models | SmartArt | Chart | Screenshot | Link | Bookmark | Text Box | Quick Parts | WordArt | Drop Cap | Date & Time | Object | Equa

Include | Collaborate | Tables | Reuse Files | Illustrations | Links

4

5 AutoText

Save Selection to Quick Part Gallery...

Send

From

To

Cc

1 Subject

To ensure everyone is comfortable using Zoom for our virtual meetings, here are some basic instructions and tips:

Getting Started:
1. **Download Zoom:** Visit zoom.us/download and download the Zoom Client for Meetings. **2**
2. **Sign In:** Open the Zoom app and sign in with your work email and password.

Joining a Meeting:
1. **Meeting Link:** Click on the meeting link provided in the invitation email.
2. **Meeting ID:** If prompted, enter the Meeting ID and Passcode from the invitation.

During the Meeting:
1. **Mute/Unmute:** Use the microphone icon to mute/unmute yourself.
2. **Start/Stop Video:** Use the camera icon to start/stop your video.
3. **Chat:** Click on the chat icon to send messages to participants.
4. **Share Screen:** Click on the green "Share Screen" button to share your screen with others.

Tips for a Smooth Meeting:
- **Test Your Equipment:** Test your microphone and camera before the meeting.
- **Stable Internet Connection:** Ensure you have a stable internet connection.
- **Quiet Environment:** Find a quiet place to minimize background noise.
- **Be On Time:** Join the meeting a few minutes early to avoid delays.

For more detailed instructions, you can visit the Zoom Help Center.

If you have any questions or need further assistance, please feel free to reach out.

Create New Building Block   ?   ✕   **6**

Name: test

Gallery: Quick Parts

Category: General

Description:

Save in: NormalEmail.dotm

Options: Insert content only

7 OK   Cancel

- Tags
- autofill
- autotext
- Email
- outlook
- quick parts