Outlook: Quick Parts

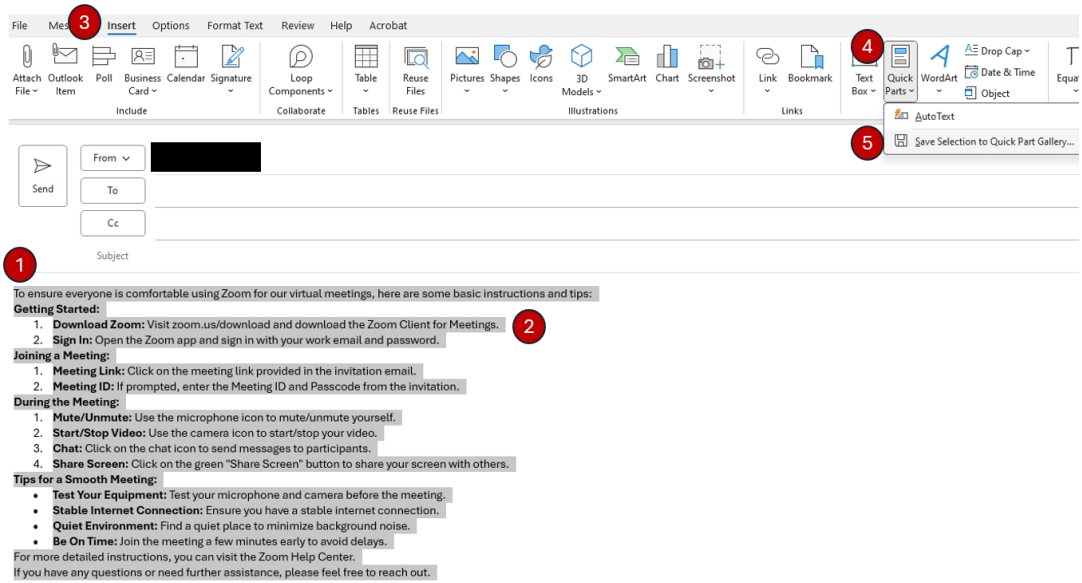
Samantha Starr - 2025-08-05 - Office/Windows Support

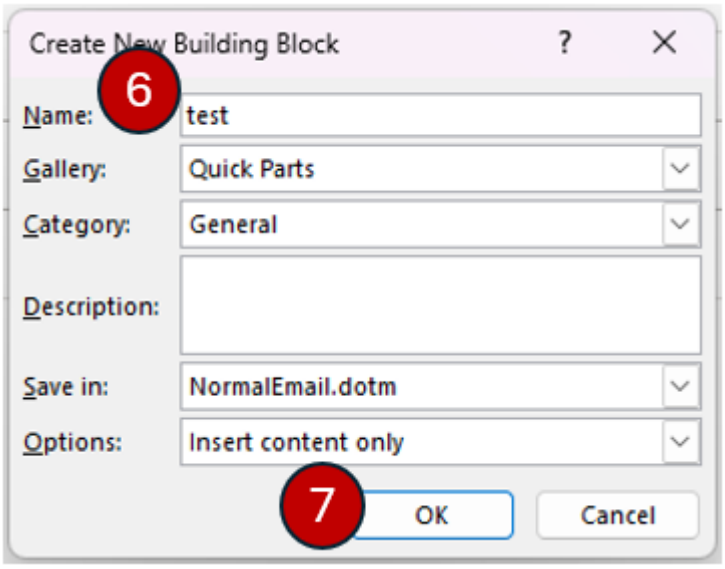
Outlook: Quick Parts

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.





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