

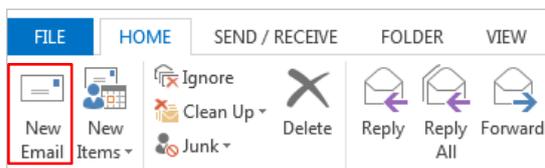
Staff email: Creating and using Templates

An email template is a reusable email message that simplifies the creation of repetitive communications. You can compose and save a message as a template, and then use that template every time you need it. Just add any new or person specific information to the template before sending it as an email message. Similarly, you can store recipient addresses in the To, Cc fields and Subject text of a template.

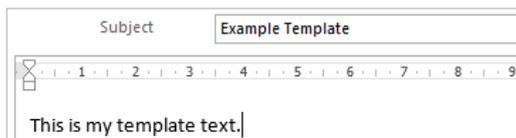
In the University, for example, you could create an email template for sending out the minutes and/or agenda of regularly occurring departmental meetings; or to acknowledge receipt of research proposals, etc.

Create an email template

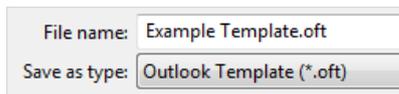
1. Click **New Email**. For a useful quick shortcut: press **Ctrl + Shift + M**



2. In the new **Untitled - Message** window, enter a subject and content of your message template.



3. Click the **File** tab and select **Save As**.
4. In the **Save As** window, give your template a name, then click on the **Save as type** drop down arrow and select **Outlook Template (*.oft)**.



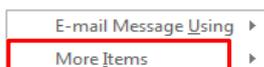
5. Click **Save**.
6. Close the message window, clicking **No** if prompted to save changes.

Send a message using your email template

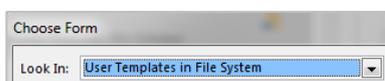
1. In Outlook, click the **Home** tab, then click **New Items**



2. Click **More Items**, then click **Choose Form...** from the drop down list.



3. Select **User Templates in File System** from the **Look In:** drop-down list.



4. Select your template and then click **Open**.



A new message window with a copy of your template appears.

5. Customise the message with additional text and add the recipient's email address to the **To** field.
6. Click **Send**.
Note: The template itself will be unaffected and remains in the templates folder for future use.

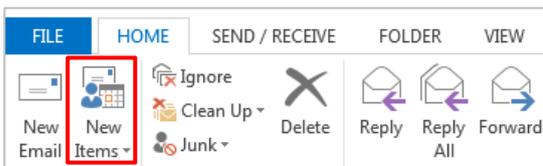
Delete an email template

All Outlook email templates have the file extension **.oft** and are stored in Microsoft's default templates folder: **C:\Users\yourusername\AppData\Roaming\Microsoft\Templates**

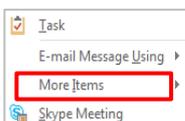
If you wish to delete a template at any time, use **My Computer** or **Windows Explorer** to navigate to the templates folder, select the template and click delete.

Modify an email template

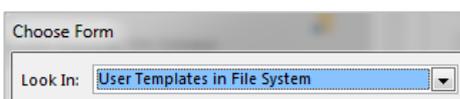
1. Click the **Home** tab, and click **New Items**.



2. Click **More Items**, then click **Choose Form...** from the drop-down list.



3. Select **User Templates in File System** from the **Look In:** drop-down list.

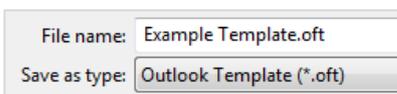


4. Select your template and then click **Open**.



A new message window with a copy of your template appears.

5. Edit the message as appropriate.
6. From the **File** tab, click **Save As** and then click on the **Save as type** drop down arrow and select **Outlook Template (*.oft)**.



7. Click **Save**. If saving with the same name choose Yes to agree to replace.
8. Close the message window, clicking **No** if prompted to save changes.

Further information and help

Use MyIT to log calls with the IT Service Desk: <https://myit.abdn.ac.uk>