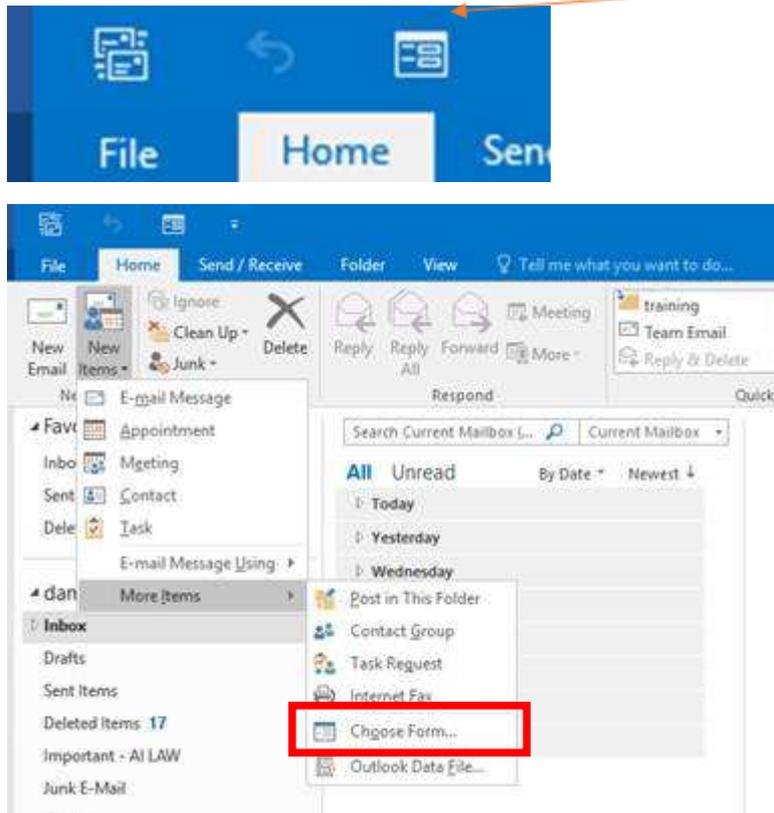


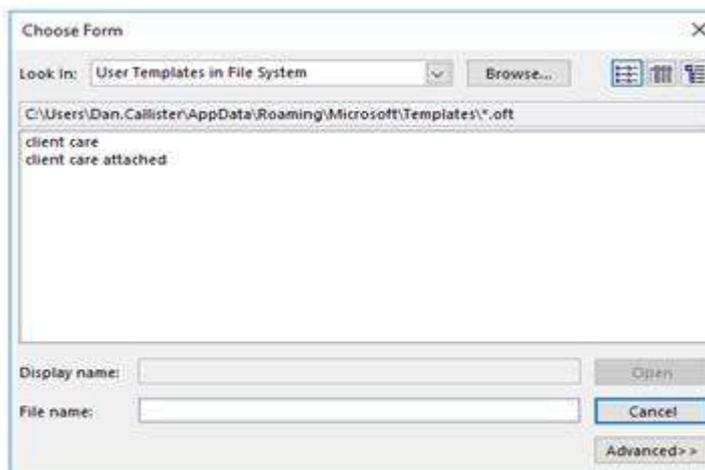
## Email Templates

On Outlook you can save templates for emails instead of writing the same email over again, once pressed that email will pop up and be ready to send, you can also attach documents to the template which will always be attached to that particular email template when chosen.

To start press the Home tab > New Items > More Items > Click New Form ( first time right click this and press “Add to quick access toolbar” This will appear at the Top of the screen in the blue bar)

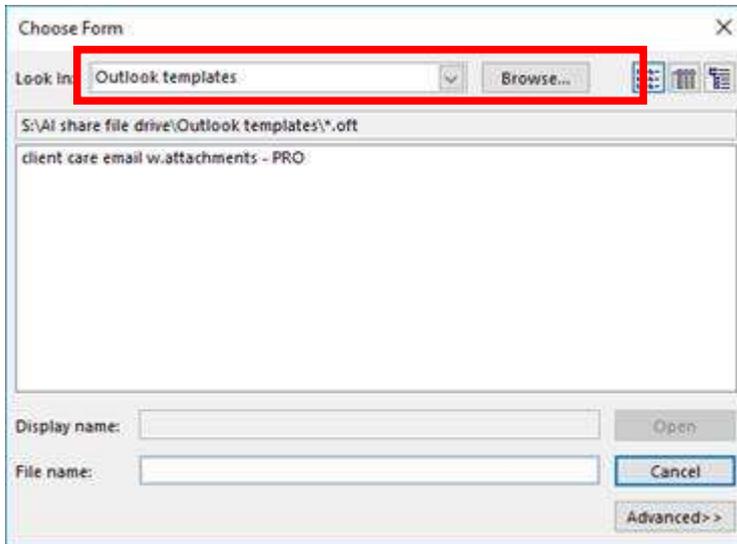


When pressed you will get a screen that looks like the one below, you will need to choose from the drop down “User templates in file System” as part of the set up.



After this is selected you will need to Click Browse.. once this is done press the locate the share drive found through This PC > data (\\localhost) (S:) > AI Share file > Right click the Outlook templates folder and press “pin to quick access”

Once this is set up select Outlook Templates can be selected from the drop down and it is here were you will find your templates in the future. The first step is complete.



### **Saving an email Template**

To save an email template all you have to do is open a new email, draft up what you want the email to say for example a generic client care covering email, if want to add attachments such as terms of business you also do this here as the attachments will be saved to the template.

Once finished you need to save it, go to file > Save as > save as type > select Outlook template (important or will not save as unless selected ) > Name the letter and save it into the outlook template folder located on the share drive.

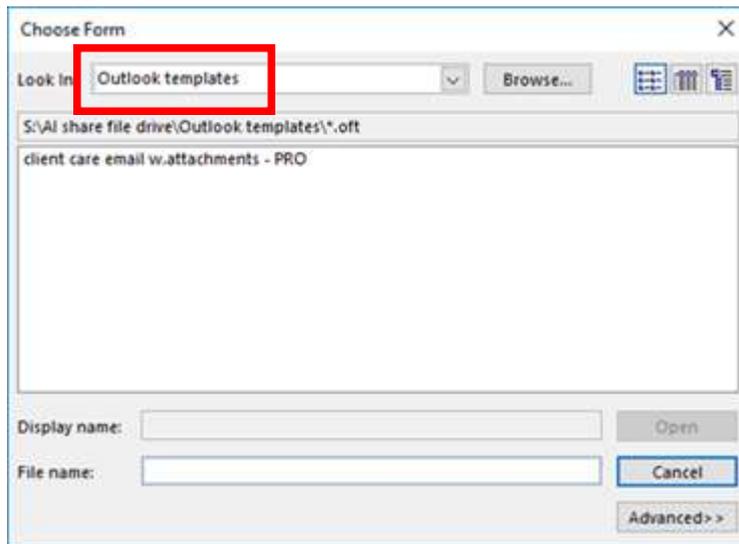
Once saved your template will be available to use for everyone.

### **Using a Template**

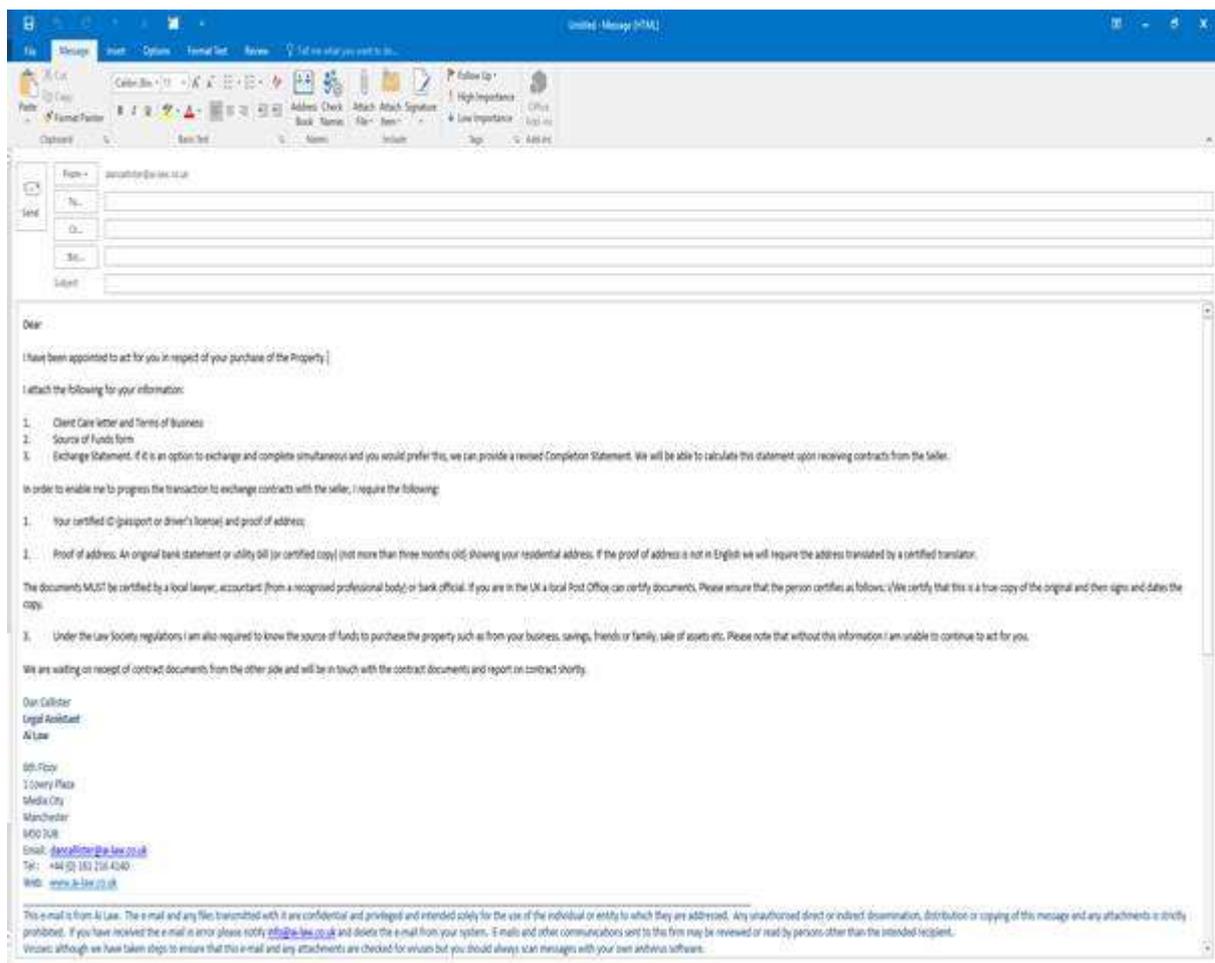
Now all the above steps are complete to use a template press the choose form button:



From the Drop down select Outlook templates:



As you can see your template that you made is here, double click this and your email will appear ready to send (this will also include attachments if saved on template):



The templates can be edited by accessing them in the share drive and saving them.