

Do you reuse the same form emails or other commonly formatted messages? Save time in Outlook Exchange by creating email templates!

Templates are particularly useful in periodic group messages where only pieces of the email message change, or where periodic emails use the same consistent format:

To create a template in Outlook Exchange:

Open a new email message. Write the email message, and customize the email by adding the intended recipients to the "To" and "CC," including any groups. Enter a subject line for the template and apply necessary formatting.

Now, save the email as a template:

1. Select the "Office" button. (If you are using Outlook Exchange 2010 go to the "File" tab)
2. Go to "Save As"
3. In the "Save as type" drop-down list, select "Outlook Template."
 - Give the template a name.
 - Choose a file location, or accept the default folder of "Templates."
 - Click "Save."

To use the template:

1. Select "Tools," and then "Forms." (If you are using Outlook Exchange 2010, select the Developer tab. If you don't find *Developer* tab, go to *File* menu, click *Options*, and in left pane click *Customize Ribbon*, from right pane enable *Developer* check-box. Click *OK* to see *Developer* tab on the ribbon.)
2. Select "Choose a Form."
 - From the "Look In" drop-down list, select "User Templates in File System."
 - Navigate to the location where you saved the theme if it isn't in the "Templates" folder.
 - Select your template.
 - Make any changes, such as updating the message body content or subject line, or adding or removing recipients, and then click "Send."