

Outlook Email Templates

HOW TO CREATE:

1. Open a new email
2. Fill out the subject line and content
3. **File, Save As** or **Office Button, Save As** (depends on version)
4. Change the “Save as Type” to **Outlook Template (*.oft)**
5. Give your file a name in “File Name”
6. **Save**
7. Close your email and **No** to “Save Changes”

HOW TO USE:

1. Hit the drop down arrow on **New** or **New Items** (depends on version)
2. **Choose Form** or **More Items, Choose Form** (depends on version)
3. Change “Look in” to **User Templates in File System**
4. Select the template you want to use
5. **Open**
6. Complete as normal and **Send**

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