



# Smart way to handle routine emails

# Why Shared Email Templates?

Perhaps your company already uses a powerful CRM or help desk. What's the point of yet another tool? CRMs cover many of the company's interactions with customers. Many, but not all. In users' inboxes, there are still heaps of emails with similar requests that remain unanswered for days. Emails that can be swiftly dealt with using...

**...fully customizable adaptive templates!**



An average professional:

Receives\*  
**120**  
messages  
per day

Spends\*\*  
**2.6**  
hours  
answering email

We save\*\*\*  
**80%**  
of time  
you spend on  
routine email

# Who can benefit from this tool?

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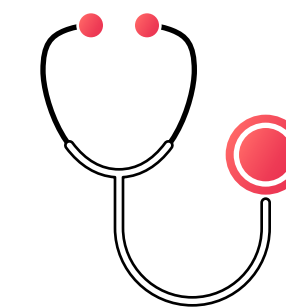
In short, anyone whose job includes responding to inquiries, orders, invitations, appointment letters, meeting requests, acknowledgements, or any other routine correspondence.

You send repetitive emails or meeting invites on a daily basis? Shared Email Templates will make your life easier!

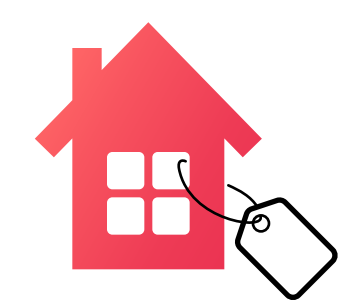
Here are just a few examples to show the diversity of our users:



Support engineers to quickly resolve typical use cases



Medical centers to inform patients about relevant programs and services



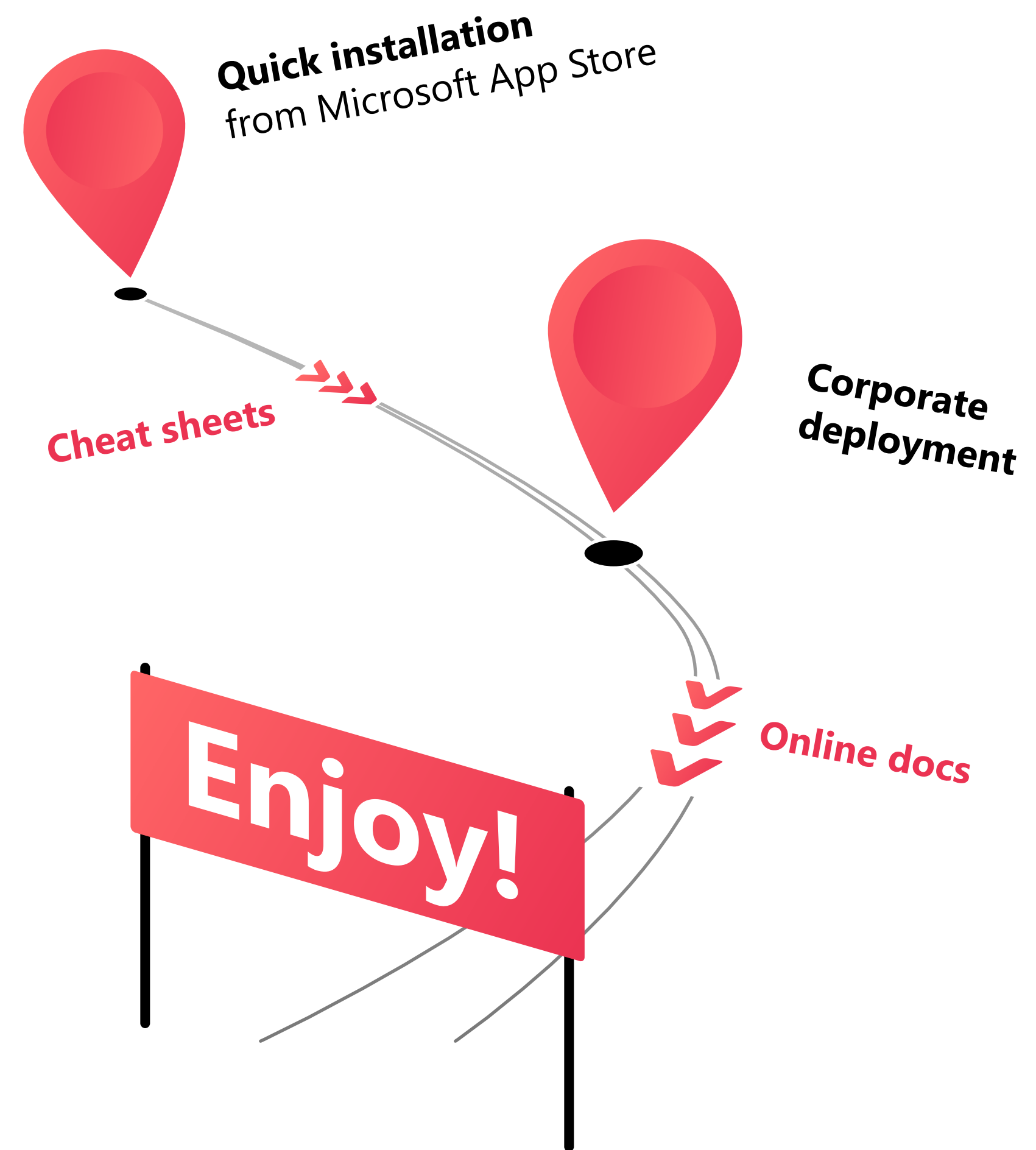
Realtors to send geographically targeted sales proposals

**And more...**

# User-friendly and easy to learn

Shared Email Templates is not one of those maze-like software programs that take hours to roll up and even more time to understand. Our tool is designed to ease the user's life, not to complicate it. 10 minutes is more than enough time to get it all set and running!

The intuitive and responsive UX design, concise cheat sheets and in-depth docs will make a learning curve easier than you could ever imagine.



# A joy to work with!

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What is the best software to streamline email communication? Agile, intuitive, and easy-to-use.

Fully in line with this approach, here are 4 small steps to add up to BIG productivity:

- Compose your message in Outlook.
- Add links, insert images, attach files, etc.
- A single click saves it as a template.
- Another click inserts the template into a message.

That's it. From now on, replying to routine emails takes just a fraction of a second!

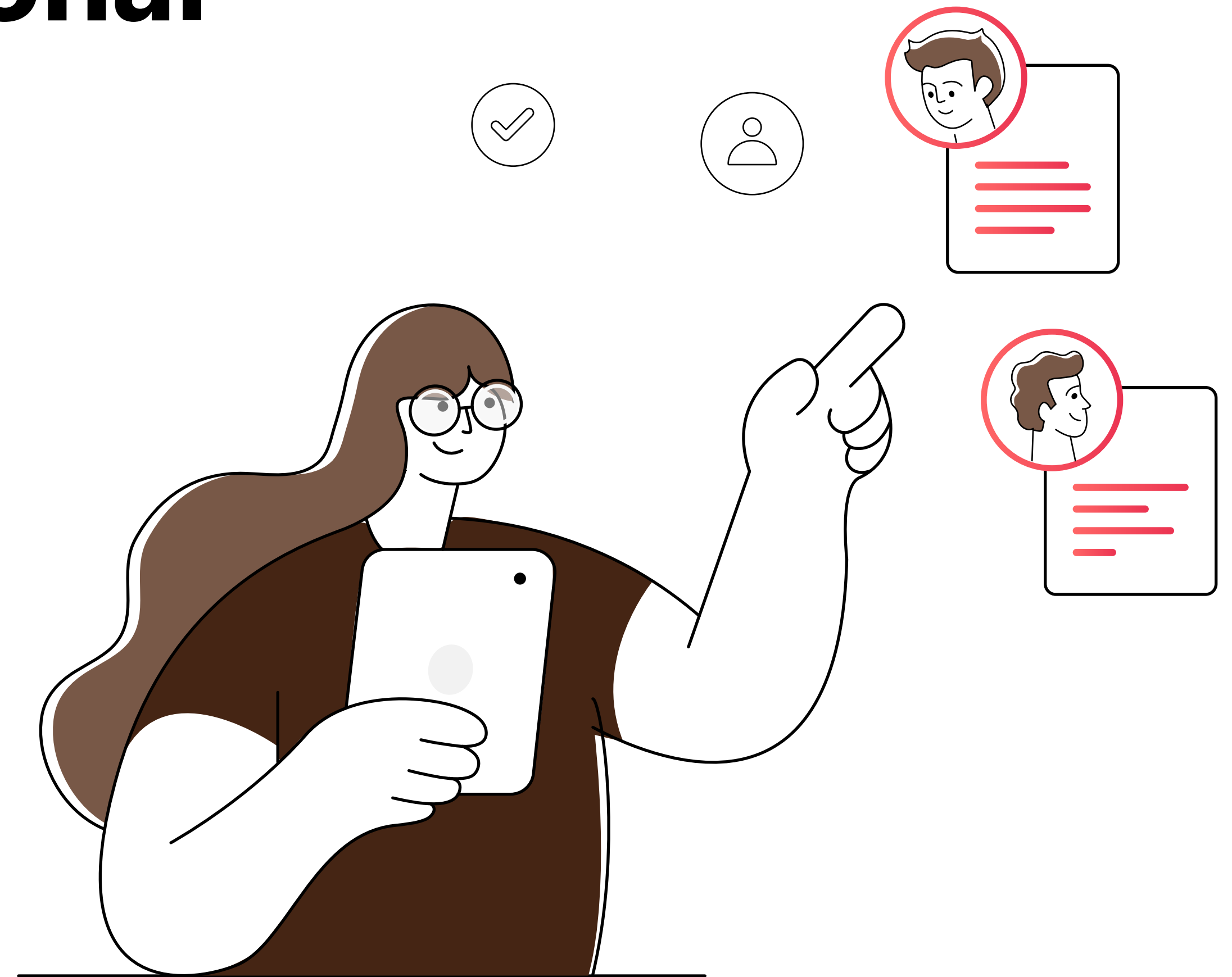


# Make your routine emails custom-tailored and personal

Due to a rich set of inbuilt macros, you can customize and personalize your routine emails to the fullest extent to address people's specific concerns:

- Insert the recipient's name anywhere in a message.
- Create a personalized subject line.
- Insert fillable fields, drop-down lists and calendars.
- Dynamically pull relevant data from Excel sheets.

Make your recipients feel unique and valued and enjoy an improved engagement rate!



# Shared Email Templates at a glance

They say a look is better than a thousand words. So, just take a quick look at what we are offering :)

The screenshot displays an email client window titled "RE: Planning a corporate event". The email content includes a "Send" button, recipient "Tim Simons", and subject "RE: Planning a corporate event". A file attachment "Budget.pdf" (78 KB) is shown. The main body text reads: "Hi Tim, I am glad to hear from you again. The best place I have at the moment is the hotel named 'Dark Side of the Moon'. Just click on the map to see where it is:" followed by a map image of "Dark Side of the Moon" in Reykjavik. The text continues: "You can find the budget detailed in **Budget.pdf**. I am keen to hear your thoughts and questions. Cheers, John".

On the right, the "Shared Email Templates" editor shows the template code with red annotations connecting it to the email content:

- @@ OneDrive (Budget.pdf) is linked to the Budget.pdf attachment.
- Hi RecipientFirstName is linked to the salutation "Hi Tim,".
- ##gladtohear is linked to the sentence "I am glad to hear from you again."
- Hotel.Name is linked to the hotel name "Dark Side of the Moon" in the text and the map image.
- OneDrive (Hotel.Map) is linked to the map image.
- Hotel.FileName is linked to the filename "Budget.pdf" in the text.
- ##askfeedback is linked to the sentence "I am keen to hear your thoughts and questions."

# Keep your team's communication consistent and efficient

Easy and comfortable template sharing is the key concept. Just store all templates used by your teammates in a shared folder, so your clients always get verified and up-to-date information.

- Share templates quickly and easily.
- Create teams and invite members.
- Assign user permissions depending on their role.





# Mail Merge on board

Whether you are a top manager or junior assistant, you surely have friends to send season's greetings to or clients seeking business updates. There is no need to buy special software for this! Utilize templates that are already in your Outlook ;) You can even use personalized attachments in your mail merge campaigns!

Perfectly suited for newsletters and other bulk mailings:

**8**  
canned  
layouts

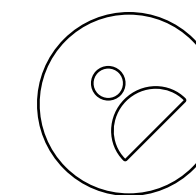
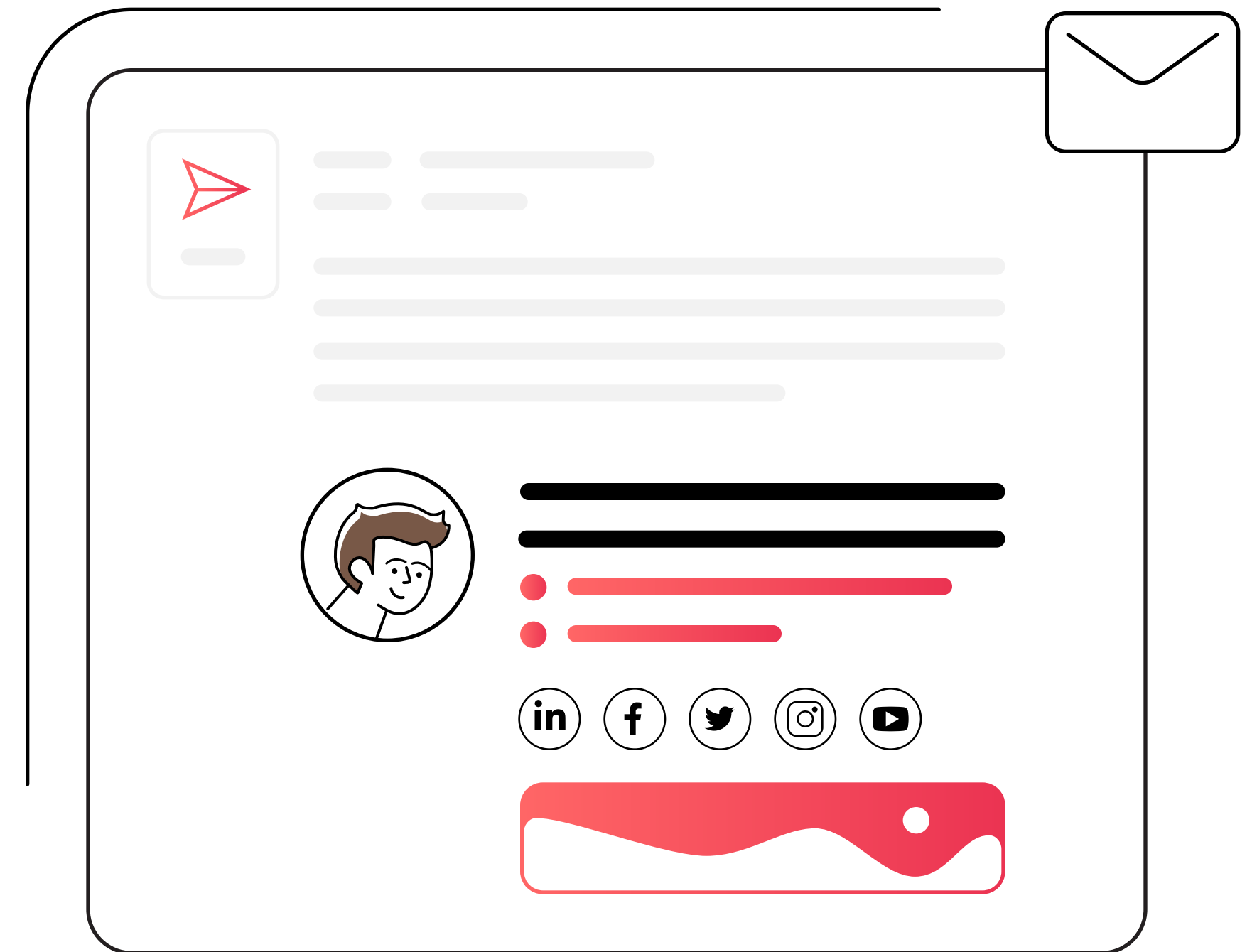
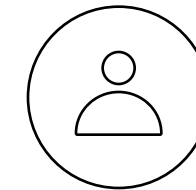
**14**  
color  
themes



# Company & team wide signatures

To maintain the same style of email within the entire company, leverage an exclusive feature that enables you to:

- Set up a corporate-wide signature with professional and consistent branding providing the essential information about your business.
- Create a different signature for each team with its own structure, contact details, promotional banners, etc.



# Ideal for hybrid workspace

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One of the best things about Shared Email Templates is that it works in almost any environment. There are no importing or synchronization issues - set up your template collections just once and access from anywhere.

- Can be used at home, office, or in the field.
- Works impeccably on Windows and Mac.
- Operates comfortably on touch devices.
- Smoothly integrated in Outlook desktop and online.
- Accessible from all your Microsoft accounts without limits.



# All your data is protected and secure

When initially creating this product for our own use, the security of our data was our main concern. But your safety and privacy are even more important to us. It is the basis of trust in our brand. Therefore, all your templates are equipped with:

- Strong privacy policy
- End-to-end encryption
- Robust code powered by Amazon cloud services
- Smooth integration with OneDrive and SharePoint

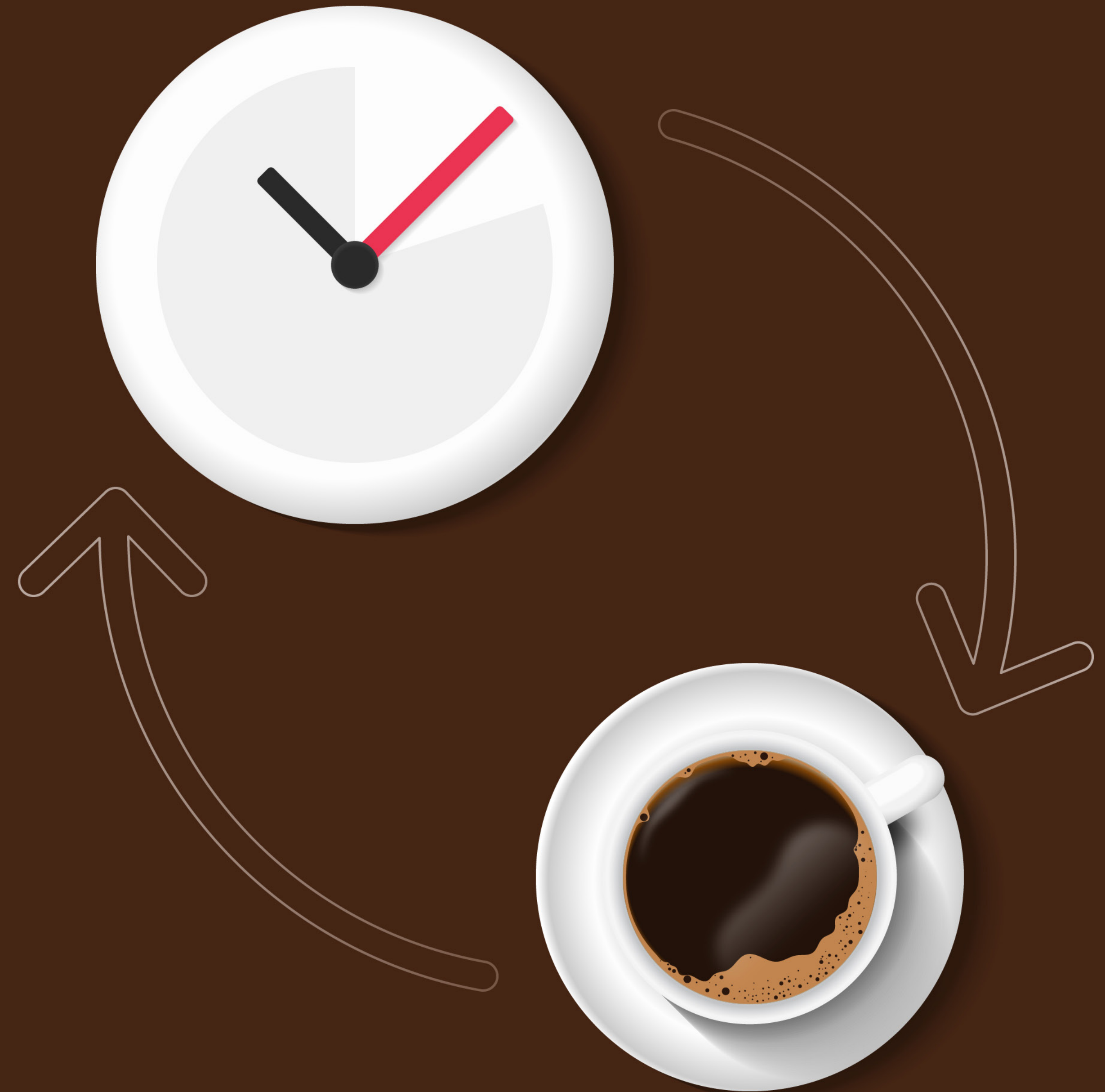


# Save not just time but also money

Saving time is a vital goal for every organization. Here are 3 major time-savers that Shared Email Templates offers:

- Automated routines
- Flawless communications
- Seamless collaboration

**For the price of a cup of coffee**



# How do I know that what you say is true?

Just check out our customers' reviews on the [Microsoft AppSource](#).



## Works like a charm. Surprising how they've thought of everything

The built in Outlook template app is too limiting. Have tried two other utils plus used clipboard savers to do the same thing.



## Brilliant for large teams

Really helpful for large teams to create consistency of replies.



## The best and most useful add-in

For a whole year I was moving between CRM's that offer template messages and other services but none of them were of use. I needed something that I can use from a sentence base, and to have it as a seamless experience with my outlook. This app is SO on spot and SO helpful it is literally unbelievable.



## You are best

Extensive set of possibilities for composing email templates. The ability to create complex templates individually for each of the group members. Better support.



## Superb time saving utility

Microsoft should purchase this group and integrate it into standard Outlook - it's that good. Recommended for customer handling, flexible, useful and really saves us loads of time and mistakes!



## Perfect for on the go work!

I love being able to have all my templates handy whether I am working in my home office or out and about!



## Great email enhancement for teams

We looked for a long time for a solution which would help our team consolidate answers to frequently asked questions and template language. This product works well, is easy to edit and the customer service is highly responsive. We have used this now for almost two years and remain satisfied.



## Fantastic product with outstanding service

This saves me so much time. I use this for various Sales Proposals to clients where there are a lot of detail and attachments. The software allows you to attach the body of text you need AND any PDF's you want to send out. Timesaver!



# Subscription plans



Performance vs. limitations  
The limitations below are set not to impact the Outlook performance.



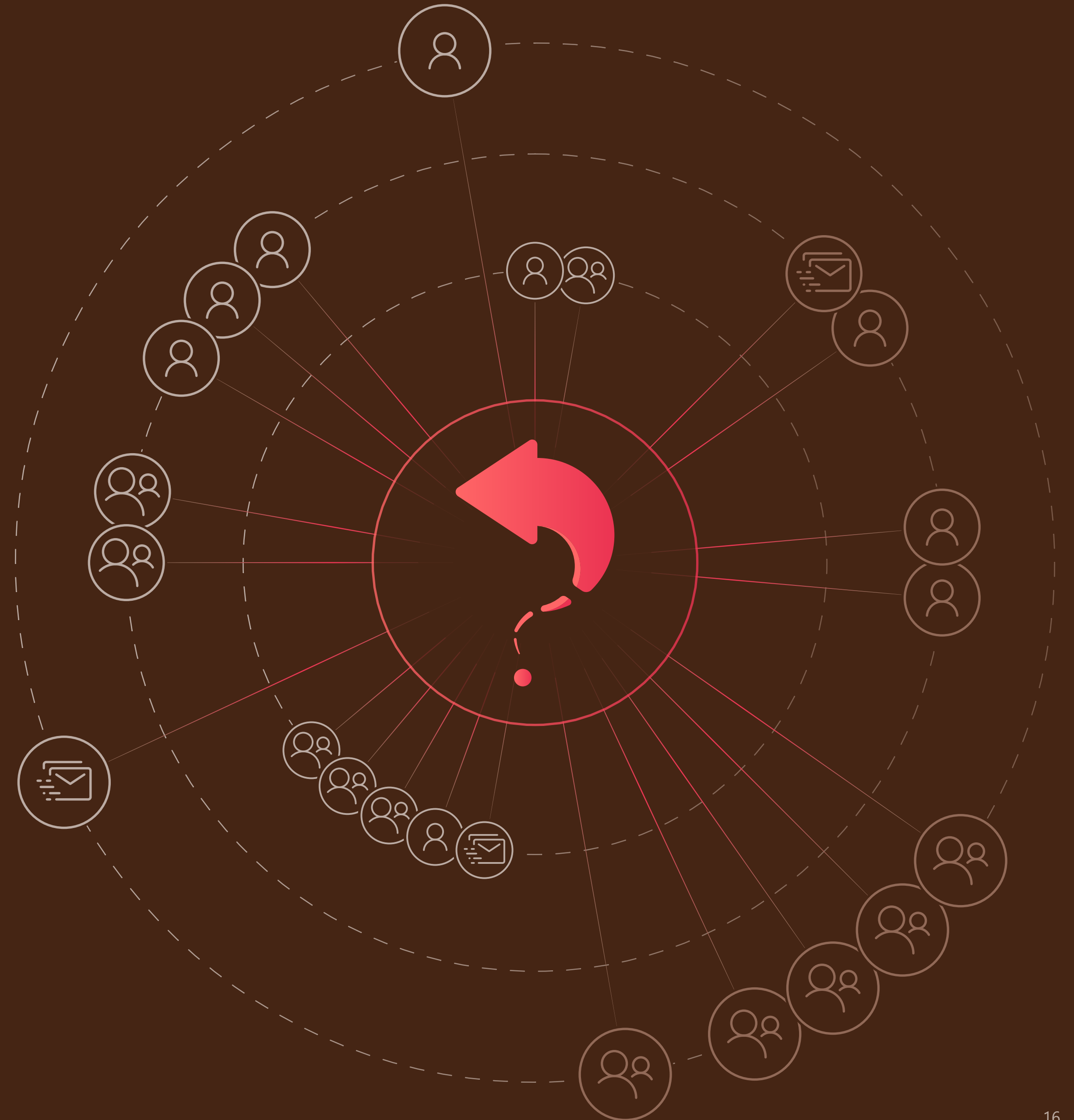
	Free Trial	Business	Enterprise	Mail Merge	Custom for 50+ users
<b>Templates and folders</b> Total number of folders and templates the user can use personally and in all your teams	2,500	1,500	5,000	2,500	by request
<b>Team size (up to)</b> Number of users in your teams	256	32	256	256	unlimited
<b>Teams per user</b> Number of teams the user can be invited to	4	3	4	4	by request
<b>Managed teams</b> Number of teams the company admin can create and manage	unlimited	unlimited	unlimited	unlimited	unlimited
<b>Mail merge</b> Use your Outlook mailbox for personalized newsletters, notifications, etc.	✓			✓	by request
<b>Subscription duration</b>	60 days trial period	12 months	12 months	12 months	12 months
<b>Price</b> Note! Each user should have a separate subscription.	Free	\$ 3. <sup>00</sup> per user a month billed annually	\$ 4. <sup>00</sup> per user a month billed annually	\$ 15. <sup>00</sup> per user a month billed annually	Custom offer billed monthly or annually
	<a href="#">Get it from Microsoft</a>	<a href="#">Subscribe your team</a>	<a href="#">Subscribe your team</a>	<a href="#">Subscribe your team</a>	<a href="#">Contact us</a>

# Special offer

If none of our standard plans suits you, just [let us know your needs](#) and we will make it happen!

You will be offered a custom subscription plan for a special price and will be able to choose:

- your own set of features
- max number of users per team
- number of templates and folders per user
- monthly or annual payments





# Technical information

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## Microsoft Outlook

- Outlook for Microsoft 365
- Outlook 2021
- Outlook 2019
- Outlook on the web

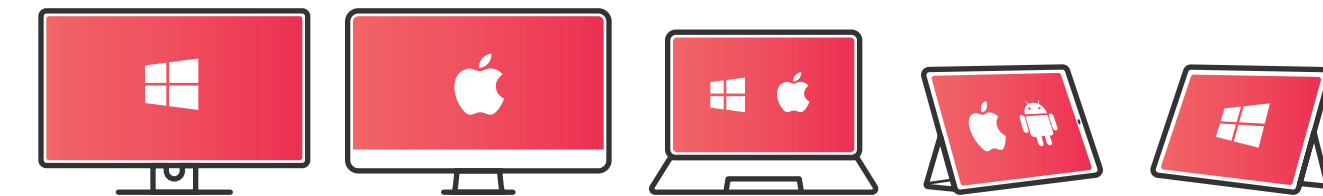
**Note!** Outlook should be connected to Office 365, Outlook.com or Exchange 2016+

## Browsers

- Google Chrome 78 and higher
- Microsoft Edge 79 and higher
- Safari 12 and higher
- Firefox 69 and higher

## Platforms

- Windows
- MacOS
- iPadOS (Outlook on the web)
- Android (Outlook on the web)



# More about us

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Since we started in 2003, our primary focus has been on automating time-consuming routines and working out innovative solutions to complex challenges. In an effort to make our own work more productive, we often create unique products, such as Shared Email Templates :)

[Shared Email Templates home page](#)

[Terms of use](#)

[Privacy policy](#)

# Thank you!

## Notes

- \* [Email Statistics Report, 2015-2019](#) | THE RADICATI GROUP, INC.
- \*\* [The social economy: Unlocking value and productivity through social technologies](#) | McKinsey Global Institute
- \*\*\* Our estimate is based on an average of 120 business emails per day.

## Contacts

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or email to [support@ablebits.com](mailto:support@ablebits.com)