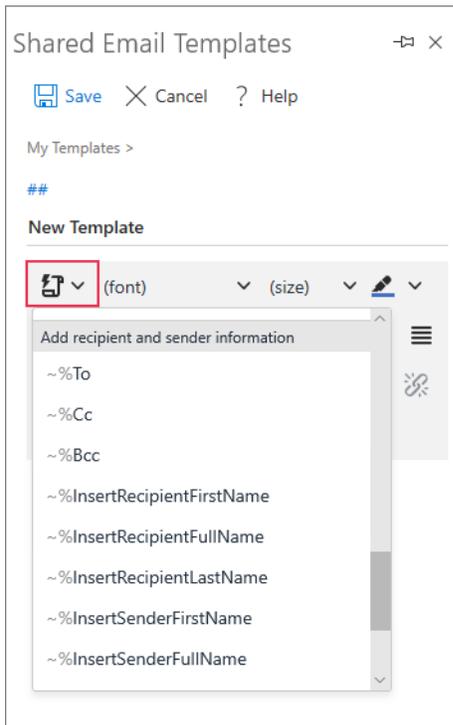


# How to use macros

With the help of macros, you can add dynamic content, placeholders, drop-down lists and fillable fields to templates, attach files, insert pictures, and so much more. In your template, the macro will look as a strange text string. No worries, when you paste a template into the message body, it won't be inserted and nobody would see it ;)

## Insert macro

In the template editor, click **Insert Macro** → select the macro of interest:



## Remove macro

Simply select it in a template and press the **Backspace** button :)

## Incorrect formatting for macros

**Note.** Please keep in mind that the entire macro text has to be of consistent formatting, otherwise, the macro won't work.

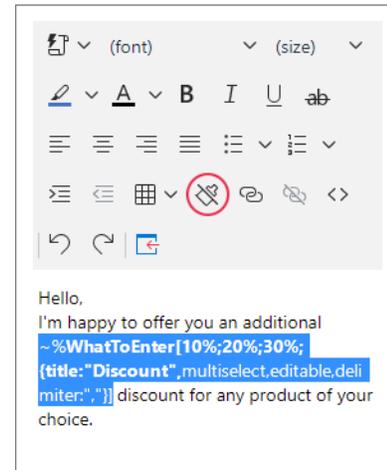
This way of macro formatting will cause an error:

Hello ~%InsertRecipientFirstName,

This macro formatting will work fine:

Hello ~%InsertRecipientFirstName,

If your macro may have inconsistent formatting, select the entire macro text and click **Clear Formatting**:

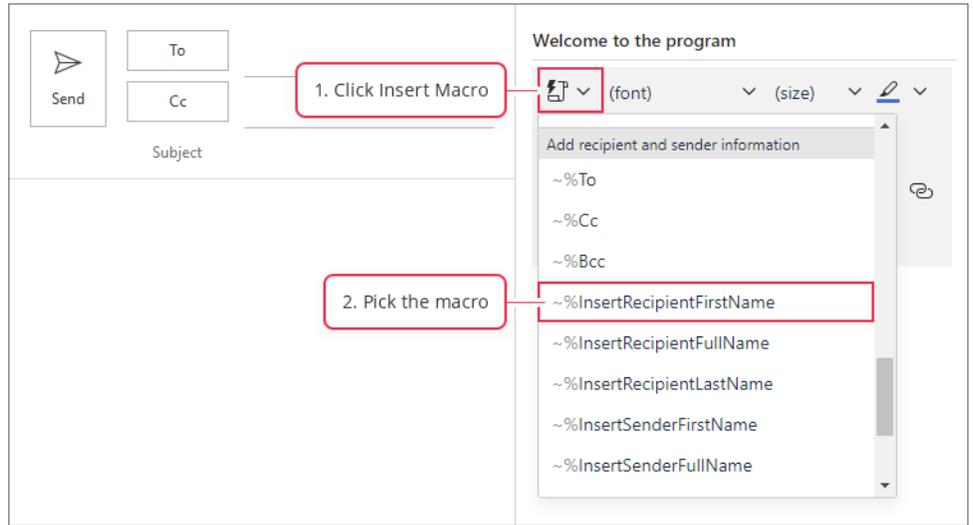




## Insert recipient first/last/full name

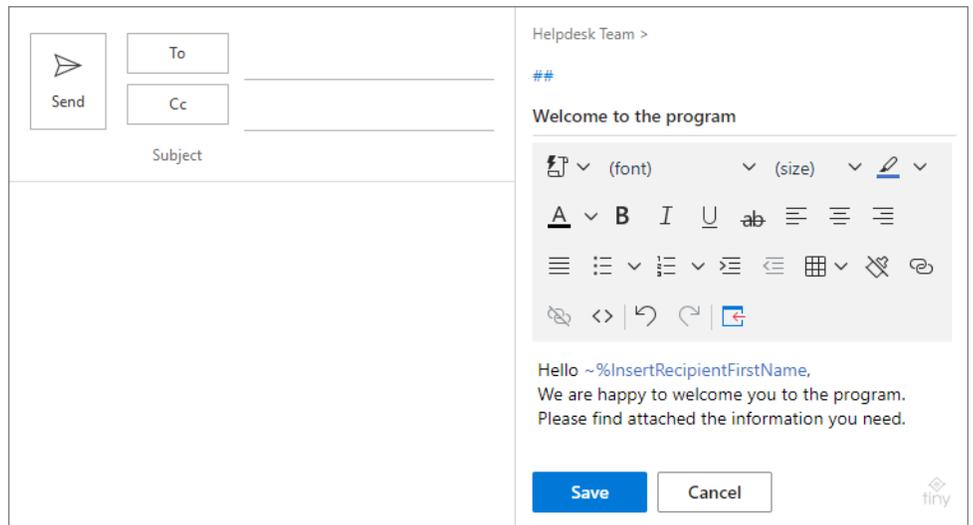
### Step 1

In the template editor, place the cursor to the place where you want to see the recipient's name:



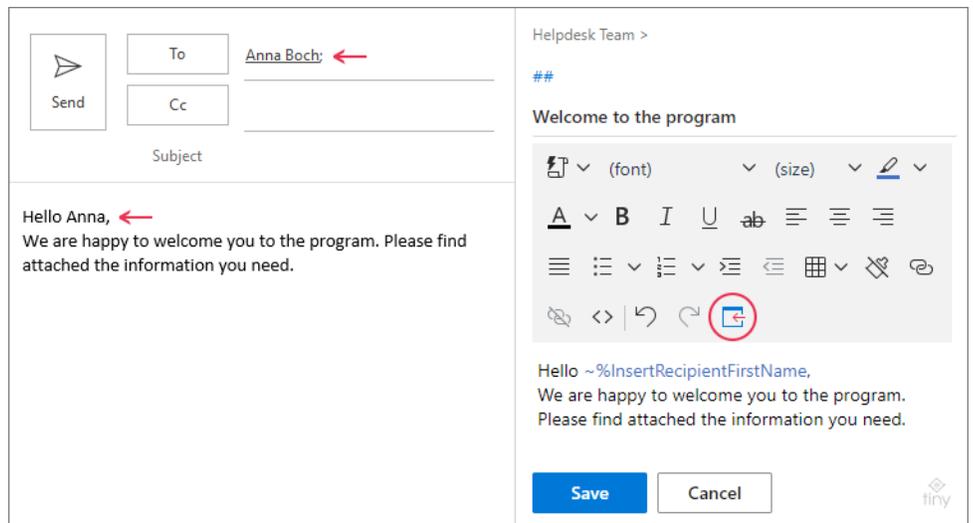
### Step 2

In the template, the macro will look like this:



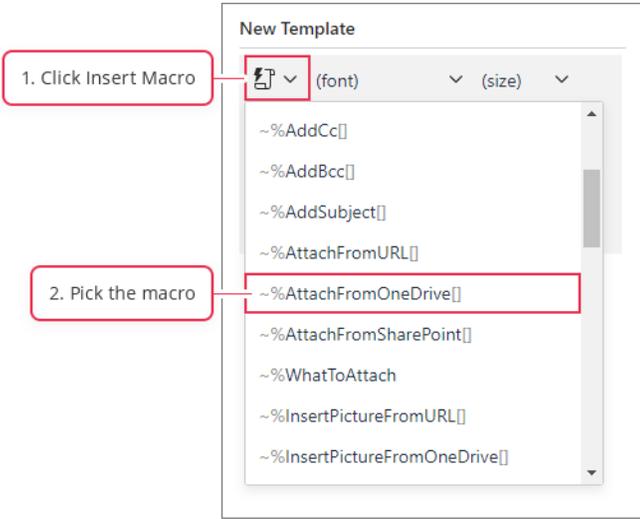
### Step 3

When you paste the template into the message, the macro text turns into the recipient's name:

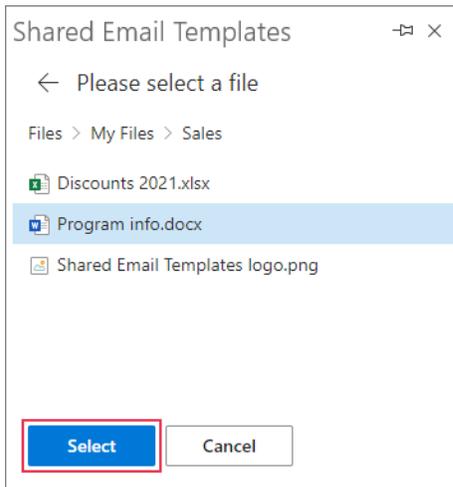


## Attach files from OneDrive

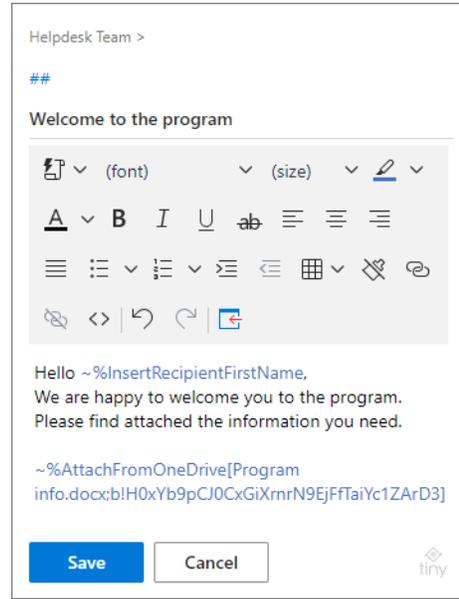
**Step 1**  
In the template editor:



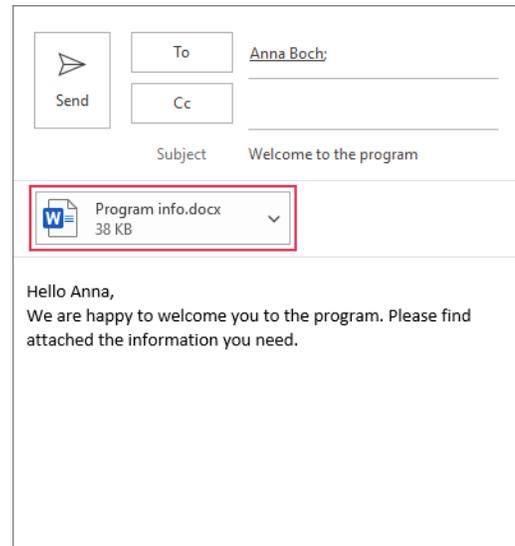
**Step 2**  
Select the file to attach:



**Step 3**  
In the template, the macro will look like this:



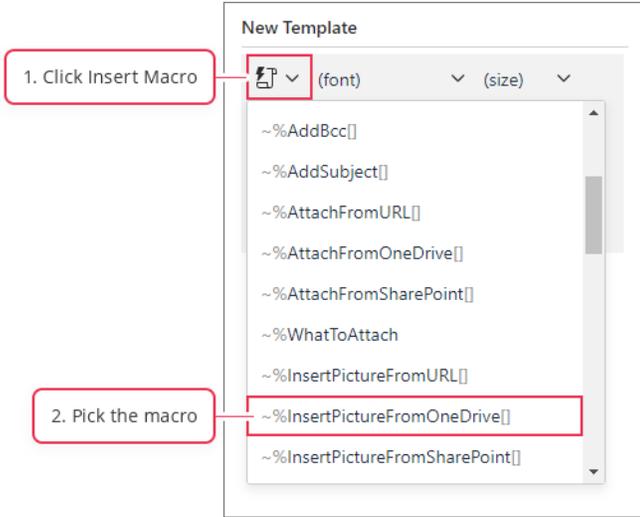
**Step 4**  
When you paste the template into the message, the file is attached, and the macro text is not inserted:



## Insert pictures from OneDrive

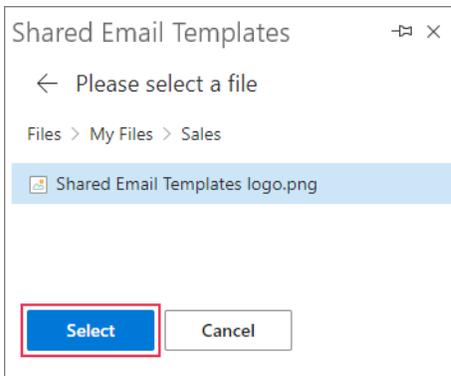
### Step 1

In the template editor:



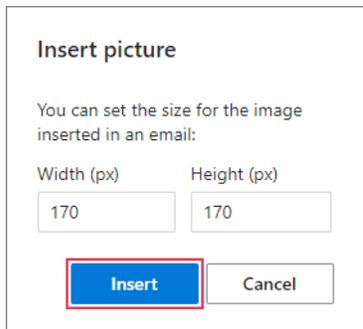
### Step 2

Select the image to insert:



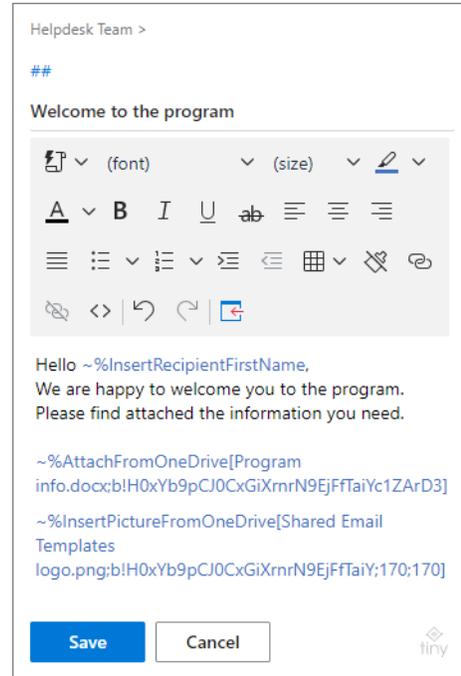
### Step 3

If needed, set the size for the image, or simply click **Insert**:



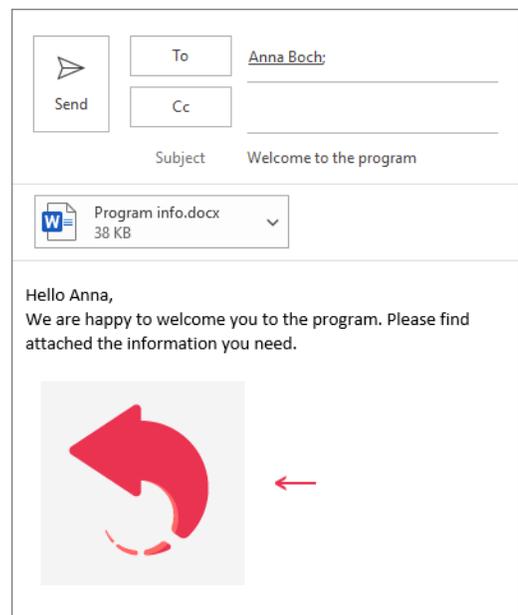
### Step 4

In the template, the macro will look like this:



### Step 5

When you paste the template into the message, the image is inserted but the macro text is not:





## Macros by groups

### Add text to email message

Macros let you add subject, date, time, addresses from To, Cc, Bcc fields, recipient and sender names, profile and team properties, values from dataset, etc.

[ablebits.com/docs/outlook-shared-templates-macros/#add-info](https://ablebits.com/docs/outlook-shared-templates-macros/#add-info)

### Fill in email fields

You can get the specified email addresses automatically added to Cc, Bcc, and To fields. Also, you can make the add-in fill the Subject field while using certain templates.

[ablebits.com/docs/outlook-shared-templates-macros/#fill-in-fields](https://ablebits.com/docs/outlook-shared-templates-macros/#fill-in-fields)

### Insert pictures

You can paste images from OneDrive, SharePoint, or a URL.

[ablebits.com/docs/outlook-shared-templates-insert-pictures/](https://ablebits.com/docs/outlook-shared-templates-insert-pictures/)

### Attach files

Files from OneDrive, SharePoint, URL may be attached to your template-based emails. Also, the add-in can remind you to attach a file from a local storage every time you use a certain template.

[ablebits.com/docs/outlook-shared-templates-attach-files/](https://ablebits.com/docs/outlook-shared-templates-attach-files/)

### Add fillable fields

The ~%WhatToEnter macro is our secret weapon. It can prompt you to enter or pick text or date every time you insert a template into a message. You can type the text directly in the box, select from the drop-down list, choose a value from a dataset, or pick a date in the pop-up calendar.

[ablebits.com/docs/outlook-shared-templates-macros-whattoenter/](https://ablebits.com/docs/outlook-shared-templates-macros-whattoenter/)

### Meeting and appointments templates

Shared Email Templates can be used in Outlook Calendar to create templates for meetings and appointments.

[ablebits.com/docs/outlook-shared-templates-calendar/](https://ablebits.com/docs/outlook-shared-templates-calendar/)

## Find more information

- Complete list of macros for templates [ablebits.com/docs/outlook-shared-templates-complete-list-macros/](https://ablebits.com/docs/outlook-shared-templates-complete-list-macros/)



### ? Need more details?

- Shared Email Templates for Outlook documentation: [ablebits.com/docs/#shared-email-templates-outlook](https://ablebits.com/docs/#shared-email-templates-outlook)
- More Shared Email Templates features and benefits: [ablebits.com/outlook-shared-email-templates](https://ablebits.com/outlook-shared-email-templates)
- Shared Email Templates tips and tricks: [ablebits.com/office-addins-blog/tag/shared-email-templates](https://ablebits.com/office-addins-blog/tag/shared-email-templates)
- All Shared Email Templates cheat sheets: [ablebits.com/docs/outlook-shared-templates-cheat-sheets](https://ablebits.com/docs/outlook-shared-templates-cheat-sheets)