To share templates, you'll need to create a team and invite teammates. After that, you can move existing templates to the team or create new ones right there. You can manage user permissions for the team members. Also, in the team templates, you can use the team properties.

Create team

Step 1

Right-click My Templates and pick New Team:

> ^久 My Template	s	
	C+	New Template
	⊡1 L+	New Campaign Template
	C.	New Template in Browser
	ĒŦ	New Folder
	黽	New Dataset
	Co	Connect Outlook Folder
	舜	New Team
	⊮	Import
Edit Properties	Ò	Refresh Data
My Templates		Edit Properties
,		

Step 2

Enter the team name and description:

Team name Team description	– Sales Team All sales templates 2021
	 Encrypted Templates To encrypt all templates in this team, enter your Team Password. You will need to pass this password to all members of this team. Encryption is optional. If you do not want to encrypt templates in this team, leave the password fields empty. NOTE! You will not be able to change this password. We do not store team passwords anywhere, therefore we will not be able to restore it, nor decrypt your templates without this password. Please be sure to remember your Team Password or store it in a safe location. Team Password Confirm Team Password Save Team Password in Outlook
	Save Cancel

Encrypt a team

While creating a team, you can encrypt it by entering and confirming the team password:

Sales Team	
All sales templates 2021	
Encrypted Templates	
To encrypt all templates in this team, enter your Team Password. You will need to pass this password to all members of this team. Encryption is optional. If you do not want to encrypt templates in this team, leave the password fields empty.	
NOTE! You will not be able to change this password. We do not store team passwords anywhere, therefore we will not be able to restore it, nor decrypt your templates without this password. Please be sure to remember your Team Password or store it in a safe location.	
····· ©	
Save Team Password in Outlook	
Save	

Please find more information about encryption and team password: How to encrypt team

Invite team members

Step 1 Select the team and click Manage Team:

> 祭 Sales Team	
> 🖄 Support Team	
	د ^م
Sales Team	
All sales templates 2021	

Step 2 Click Invite Member:

Shared Email Templates	-12 ×
\leftarrow Back β_{+} Invite member ? Help	
Sales Team All sales templates 2021	

Step 3

Enter email address of a prospective team member and click **Add**:

Shared Email Templates	-17 ×
← Back 🕁 Import ? Help	
Invite member	
john.smith@outlook.com	Add

Step 4

The same way, add more members if needed and tick **Admin** or **Editor** boxes to define user permissions for them:

Invite member	
Enter email address	Add
Invite list	Editor Admin
jessica.johnson@outlook.com	 ✓
john.smith@outlook.com	✓ □ □
Send invite Cancel	

More information about permissions: Define user permissions

Step 5

Invitation letters will be sent to the indicated emails. To become team members and get access to team templates, your colleagues should open the invitation letter and click the **Join the team** button there.

Manage team members

To change permissions for existing team members or remove them, click **Manage Team**:

ダ 祭 Sales Team	
> 🛠 Support Team	
2 🛞 🗄 ?	R لا
Sales Team	
All sales templates 2021	

To edit permissions, check or uncheck the boxes near their names:

Members Invited	
Search	
	Editor Admin
User Name user@outlook.com	\checkmark
Jessica Johnson jessica.johnson@outlook.com	

To delete a member from a team, stand on the name of the member and click on **Delete**:







Add team property

For each team, you can create a set of named values and use them in your templates. Thus, instead of typing or copy-pasting commonly used information, you add it as a property to your team and then simply add a macro with this property.

Learn more about properties

Step 1

Select the team and click Edit Properties:

✓ ^A Sales Team	
> & Support Team	
🖉 🕫 📋 ?	∠ ⁷
Sales Team	
All sales templates 2021	

Step 2 Click the Add Property button:

Shared Email	Templates	-17 ×
	iempiaces	
← Team pro	operties	
Predefined		
DisplayName	Sales Team	
Description	All sales template.	
TeamPassword		
Custom		
You don't have an the Add Property	ny custom properties button to create one	yet. Click
∅ 🗓 ?		
Select a pro	operty to preview its c	content
Add Property		

Step 3

Enter the property name and value:

	Shared Email Templates	-1¤ ×
	🔚 Save 🗙 Cancel ? Help	
Property name	LinkedIn	
Property value	https://www.linkedin.com/company/ablebit	:s/
	Save	

Step 4

You'll find the created property in the **Custom** section:

	$\begin{array}{llllllllllllllllllllllllllllllllllll$				
	Predefined				
	DisplayName	Sales Team			
	Description	All sales template			
	TeamPassword				
	Custom				
•	LinkedIn	https://www.linkedin.com	m/c ···		
	∅ 前 ?				
	https://www.linkedin.com/company/ablebits/				
	Add Property				



11

Insert team property into template

Step 1 In the template editor:



Step 2

In the dropdown, select the property to insert:



Step 3

In the template, the macro with property will look like this:

Shared Email Templates -≈ ×
🔚 Save 🗙 Cancel ? Help
Support Team >
##
LinkedIn
🚰 (font) 🗸 (size) 🗸 🖌
$\underline{A} \lor \mathbf{B} I \underline{\cup} \underline{ab} \equiv \equiv \equiv$
⊗ ↔ < < < < < < < < < < < < < < < < < <
Find us on LinkedIn: ~%TeamProperties[LinkedInAccount]
Save Cancel



Step 4 In the message body, the property value is pasted:	To Send Cc Subject LinkedIn	Support Team > ## LinkedIn If (font)
	Find us on LinkedIn: https://www.linkedin.com/company/ablebits/ <	$\underline{A} \lor \mathbf{B} I \bigcup \underline{ab} \Xi \Xi \Xi \\ \equiv \Xi \lor \Xi \lor \Xi \Xi \blacksquare \lor \bigotimes \\ \textcircled{B} \bigotimes \diamondsuit [5] \bigcirc \textcircled{E} \\ \end{array}$
		Find us on LinkedIn: ~%TeamProperties[LinkedInAccount]

Edit and delete team properties

Select the team and click Edit Properties:

✓ ⅔ Sales Team	
> 🖗 Support Team	
🖉 🕫 📋 ?	ر بر
Sales Team	
All sales templates 2021	

Select the property you want to change and click Edit:

Custom		
LinkedIn	https://www.linkedin.com/c	
0	?	
https://w	ww.linkedin.com/company/ablebits/	
nttps://w	ww.iinkedin.com/company/abiebits/	

To remove a property, click Delete:

Custom		
LinkedIn	https://www.linkedin.com/c	
https://www.li	inkedin.com/company/ablebits/	

Find more information

- Create, manage and close team
 ablebits.com/docs/outlook-shared-templates-teams
- How to encrypt team ablebits.com/docs/outlook-shared-templates-teams/ #encrypt-your-team
- How to use and edit team properties ablebits.com/docs/outlook-shared-templates-team-profile -properties/#team-properties

Close team

Select the team and click Delete all templates and close the team:

~ 祭 Sales Tear	n		••••
〉 祭 Support T	eam		
0 R 🗄	?	L	27
Sales Team			
All sales templates	2021		
Members Inv	vited		
Search			
		Editor Admi	n
Jessica Johnson jessica.johnson@o	utlook.com	v	
Team Propertie	s		
DisplayName	Sales Team		
Description	All sales templat	es 2021	
LinkedIn	https://www.link	edin.com/comp.	
Delete all templ	ates and close the	team	
New Template		#¶ 🖓 ·	



Need more details?

?

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