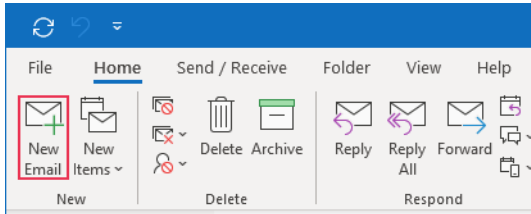


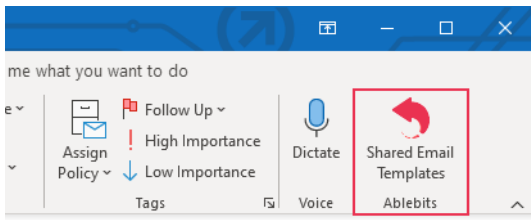
## Start Shared Email Templates



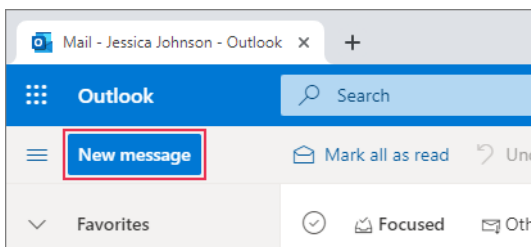
1. In Outlook for Windows, click **New Email**:



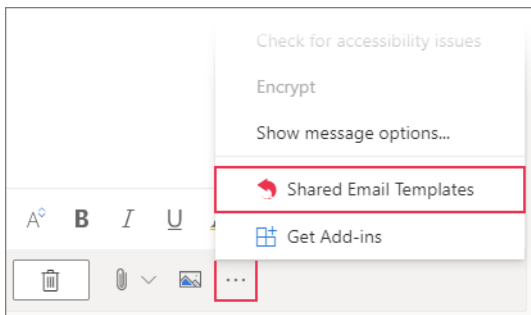
2. Find **Shared Email Templates** icon in the **Ablebits** group:



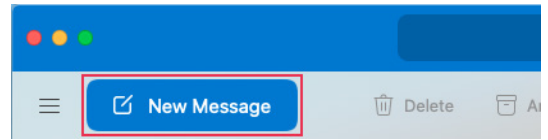
1. In Outlook Online, click **New message** in the top left corner of the window:



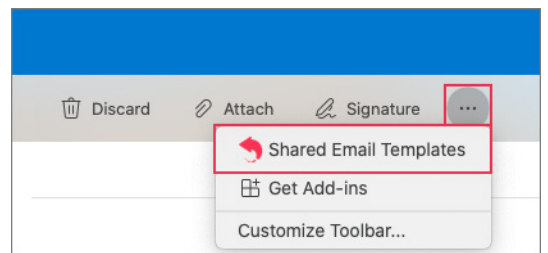
2. Click the three dots below the message body and find **Shared Email Templates**:



1. In Outlook for Mac, click **New Message**:

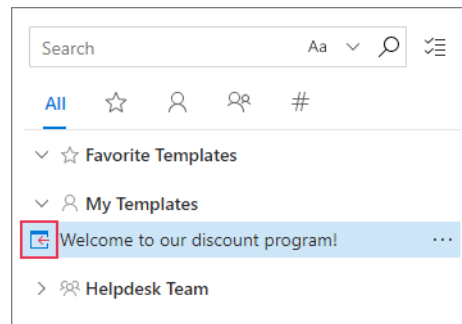


2. Click the three dots above the message and find **Shared Email Templates** in the drop-down list:



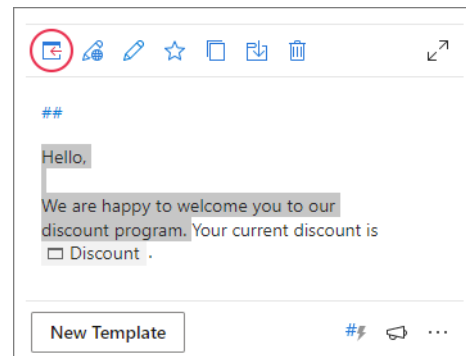
## Insert template into message

Select the template and click **Paste**:



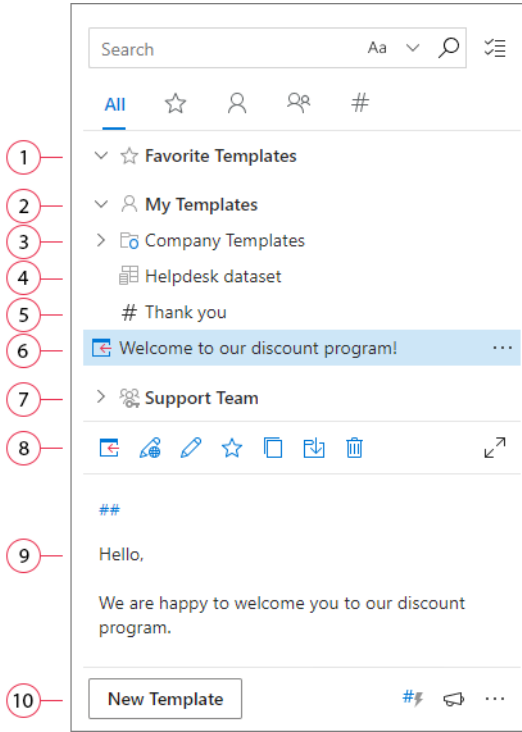
## Insert only selected part of template

Select text right in the preview pane and click **Paste**:





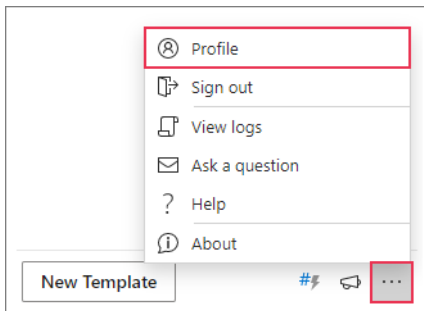
## Shared Email Templates pane



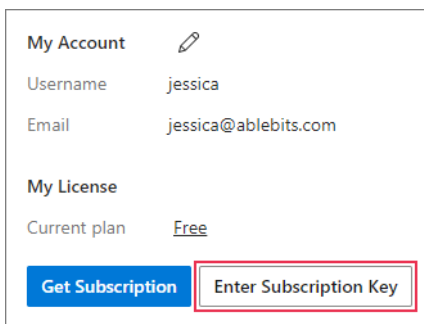
1. To add a template to Favorite, right-click it and select **Add to Favorites**.
2. The default personal folders are Favorite Templates and My Templates. You can create new sub-folders for your templates.
3. You can link an Outlook folder with your drafts to the add-in and [use these drafts as templates](#).
4. You can [create or import datasets](#) and insert values from them into templates.
5. [Use shortcuts](#) as building blocks to construct your emails and templates.
6. To insert a template into the message body, select it and click the **Paste** button.
7. Shared templates are stored in [teams](#). If there is a key icon, it means that the [team is encrypted](#).
8. The template action buttons: **Paste, Edit in Browser, Edit, Add to Favorites, Copy, Move, Delete**.
9. When you select a template, you can see its contents here.
10. Click this button to create a new template.

## Subscription activation

Click ellipsis → select Profile:

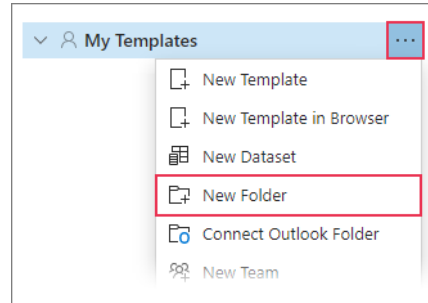


Click Enter Subscription Key:



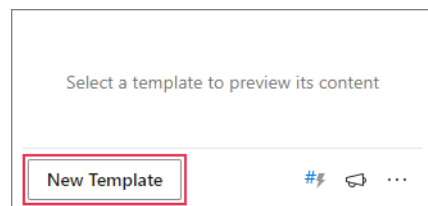
## Create a folder

Right-click a folder → pick New Folder:



## Create template from scratch

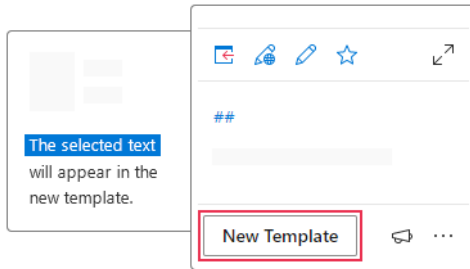
Click New Template:





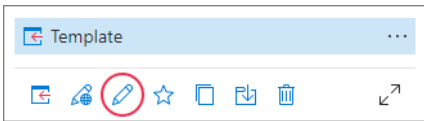
### Create template from selected text

Select text in the message body → click **New Template**:

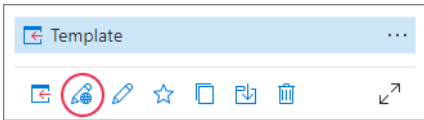


### Edit template

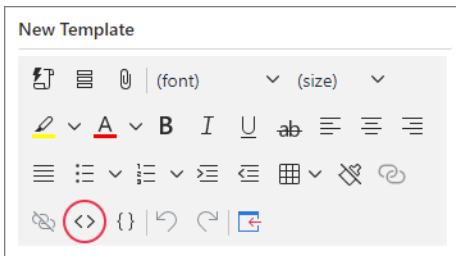
Open in the built-in template editor:



Edit in browser:

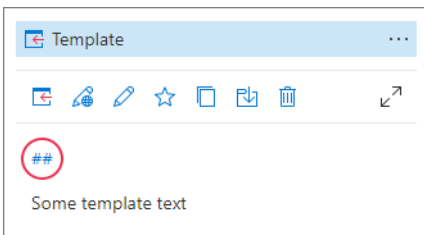


If you use html-based templates or want to create them from scratch, click **View HTML**:



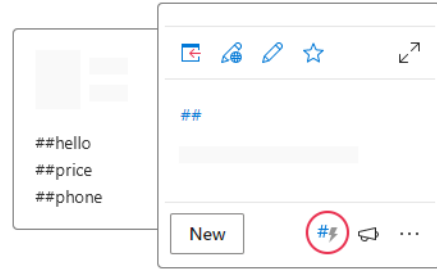
### Create shortcut

Select a template → click **##** → name a shortcut:



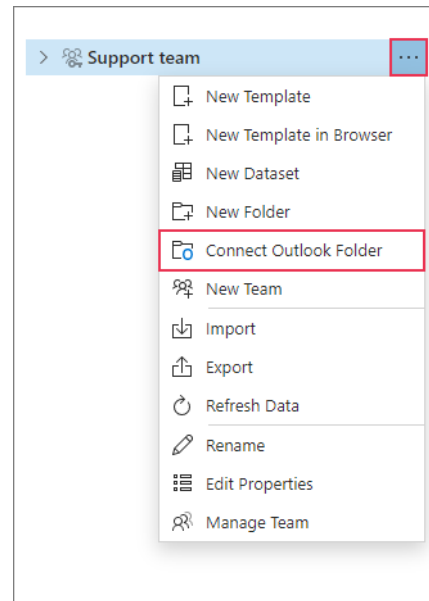
### Use shortcuts in messages

Enter shortcuts into the message body → click **Handle Shortcuts**:

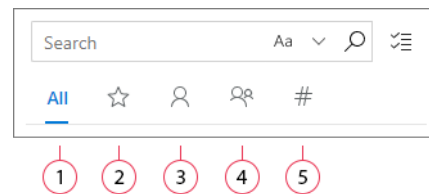


### Link Outlook folder to Shared Email Templates

Right-click a team or folder → select **Connect Outlook Folder**:

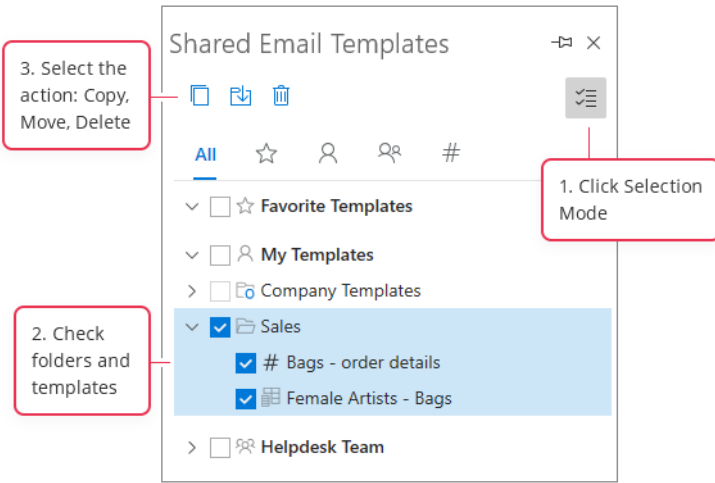


### Select template view



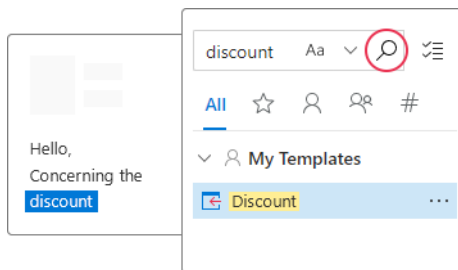
- 1. All Templates
- 2. Favorite
- 3. Private templates
- 4. Shared templates
- 5. Shortcuts

## Copy, move, delete several templates at once

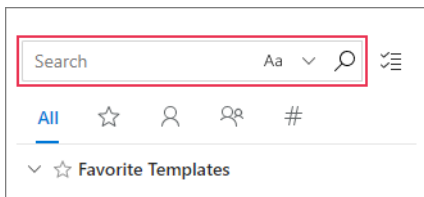


## Search from selected text

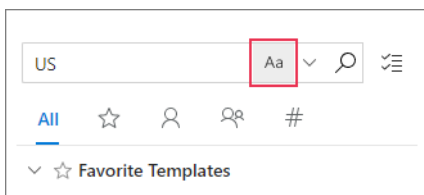
Select text in the message body → click the Magnifier icon:



## Search text in templates

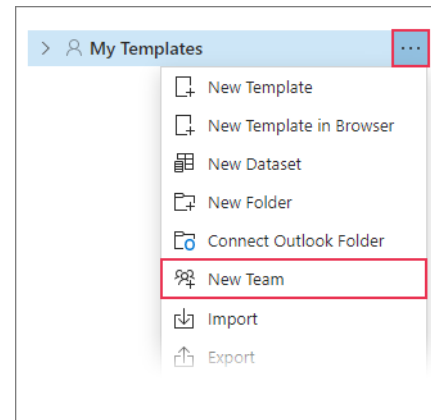


## Case-sensitive search



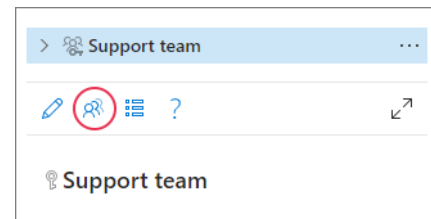
## Create a team

Right-click My Templates → click New Team:



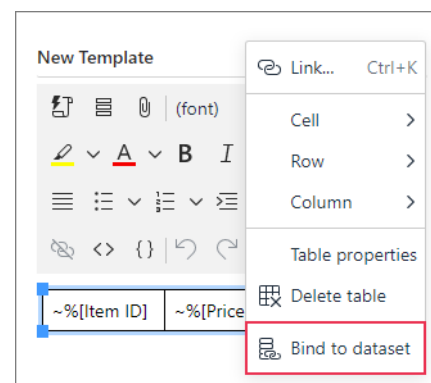
## Invite team members

Select a team → click Manage Team:



## Bind to dataset

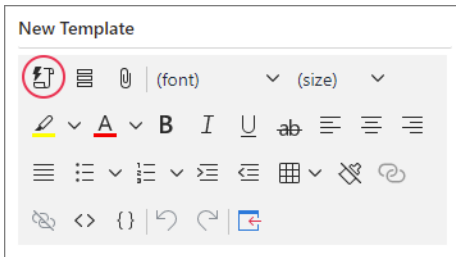
Right-click a table → select Bind to dataset:



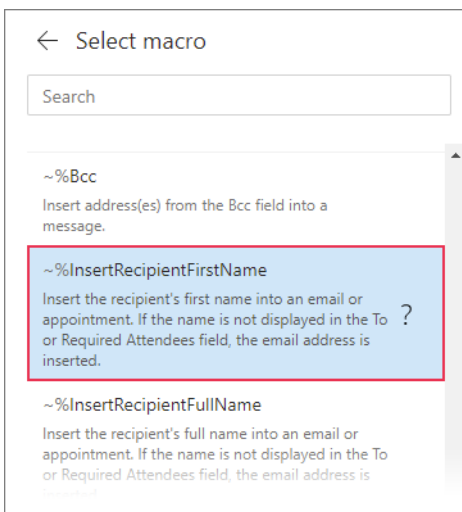


## Insert recipient first/last/full name

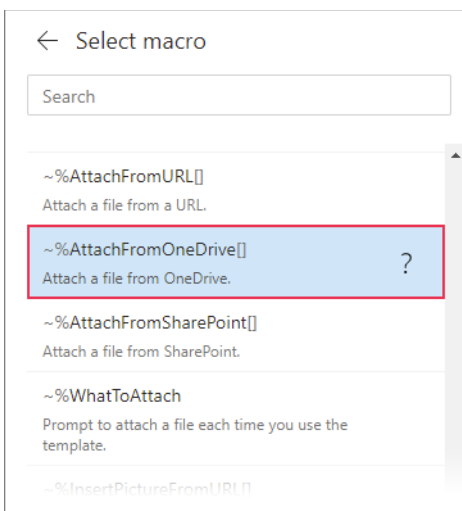
In the Edit mode, click Insert Macro:



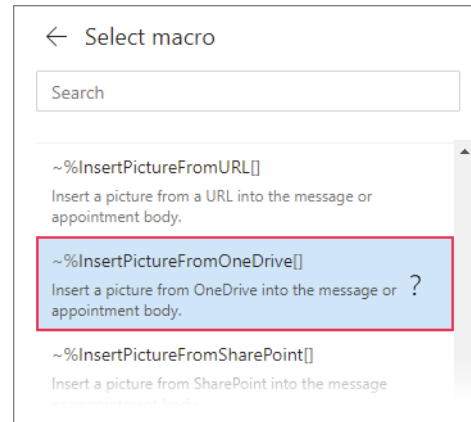
Double-click on the macro you need:



## Attach files from OneDrive and SharePoint



## Insert pictures from OneDrive and SharePoint



## Find more information about macros

- How to use macros in templates [ablebits.com/docs/outlook-shared-templates-macros](https://ablebits.com/docs/outlook-shared-templates-macros)
- How to attach files to your templates [ablebits.com/docs/outlook-shared-templates-attach-files](https://ablebits.com/docs/outlook-shared-templates-attach-files)
- How to insert pictures into your templates [ablebits.com/docs/outlook-shared-templates-insert-pictures](https://ablebits.com/docs/outlook-shared-templates-insert-pictures)
- 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)
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