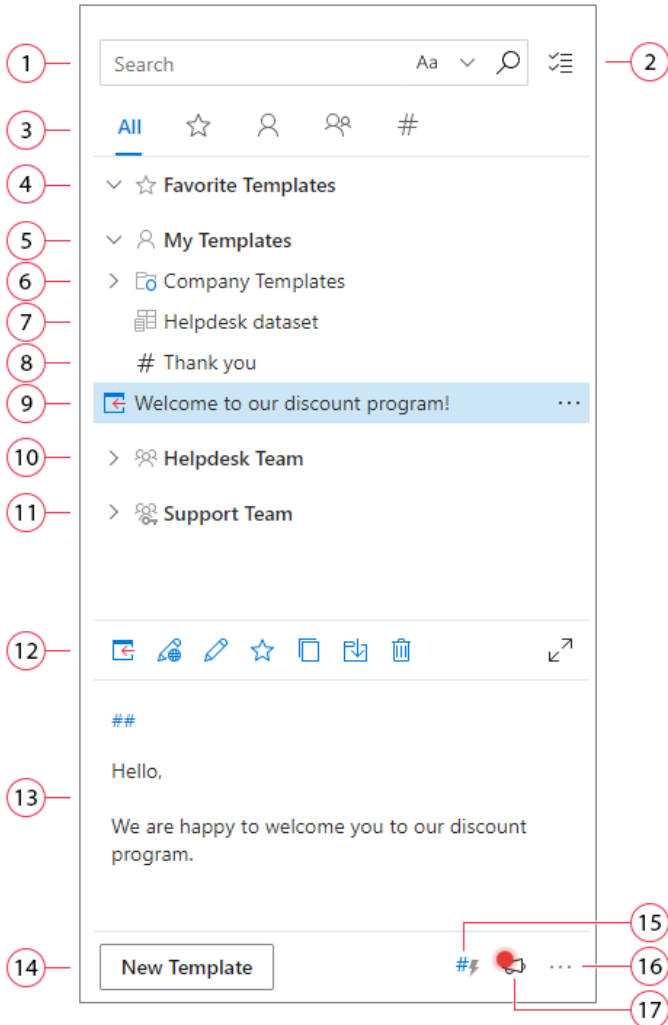




User interface overview

Shared Email Templates pane



1. Type any text into the *Search* field to search in the names and content of templates, folders, and teams. Also, you can select text in your message body, click the *Magnifier* icon and get the list of items that contain this text.

2. Take advantage of the *Selection* mode to select several items and copy, move, or delete them at once.

3. Select the view: *All Templates*, *Favorite Templates*, *My Templates*, *Shared Templates*, or *Shortcuts*.

4. You can add any template to Favorite Templates by right-clicking it and selecting *Add to Favorites*.

5. The default personal folders are Favorite Templates and My Templates. You can create new sub-folders for your templates.

6. You can link an Outlook folder with your drafts to Shared Email Templates and [use these drafts as templates](#). Linked folders are marked with a blue letter "O".

7. You can [create or import datasets](#) and insert values from them into templates. Datasets are marked with a corresponding icon.

8. You can create ready-made reply templates or [use template shortcuts to construct your emails and templates](#). Shortcuts have a hash symbol before the name.

9. To insert a template into the message body, select it and click the *Paste* icon.

10. Shared templates are stored in [teams](#). You can invite members to your teams and share templates with them.

11. To secure your privacy, you can [encrypt your team](#). Encrypted teams have a small key sign on the label.

12. These are the template actions: *Paste*, *Edit in Browser*, *Edit*, *Add to Favorites*, *Copy*, *Move*, *Delete*.

13. When you stand on a template, you can see its contents in the preview pane.

14. Click this button to create a new template.

15. The **Handle Shortcuts** button, you'll need to click it if you [use shortcuts in your emails](#).

16. By clicking the three dots, you can go to your profile, sign out, get online help, view logs, ask us a question, or see the version of the product you use.

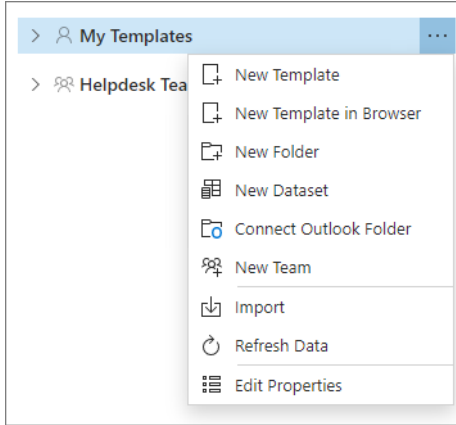
17. Here, you can see our *News Notifications*. If there are unread notifications, the icon is red, and you can click on it to see everything you missed.



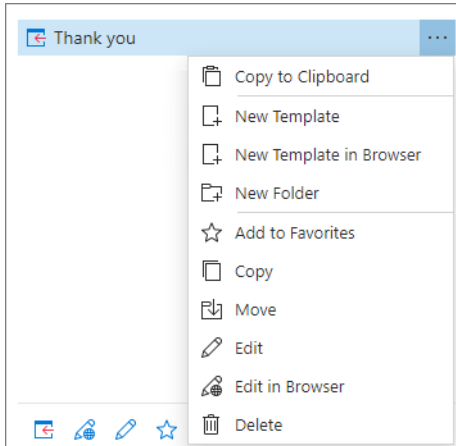


Context menus

Right-click My Templates to create a new template, folder, dataset, team, connect an Outlook folder, import templates, refresh data, or Edit Profile Properties:

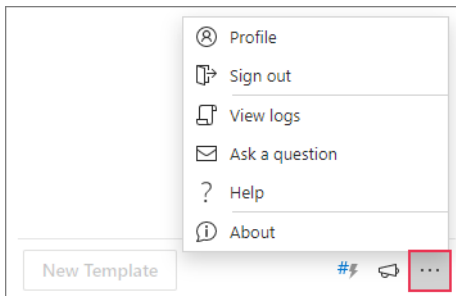


Right-click a template to copy it to clipboard, add to Favorites, copy, move, edit in template editor or in browser, delete:

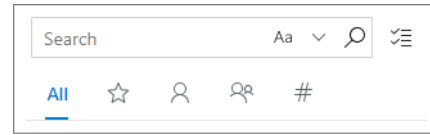


Ellipsis menu

Click on the ellipsis button (...) to see your profile data, sign out, view logs, ask a question (contact us), open a documentation page, and see your version and license data:

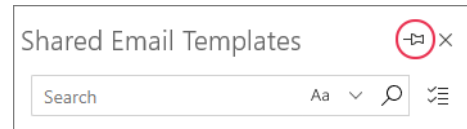


Select template view

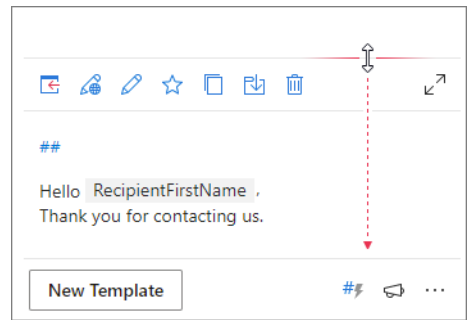


- 1. All Templates
- 2. Favorite
- 3. Private templates
- 4. Shared templates
- 5. Shortcuts

How to pin the pane

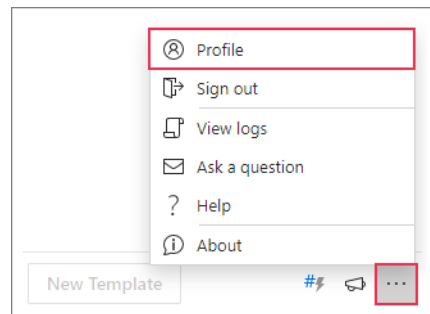


How to minimize preview pane



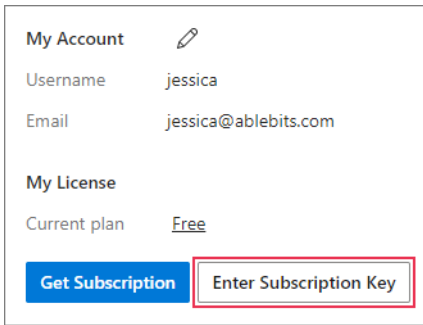
Subscription activation

Click ellipsis → select Profile:



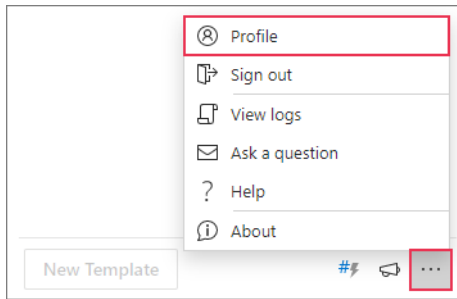


Click Enter Subscription Key:

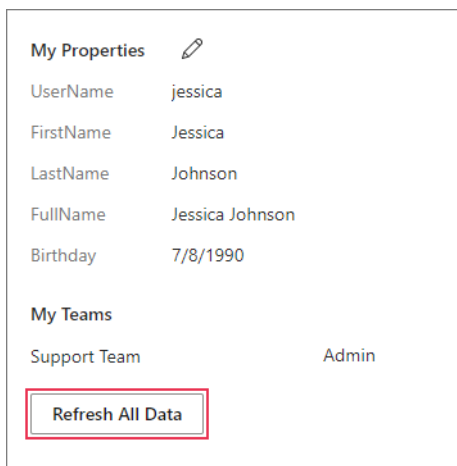


Refresh all data

Click ellipsis → select Profile:



Scroll to the end → click Refresh All Data:



Find more information

- Introduction to Shared Email Templates ablebits.com/docs/outlook-shared-templates-intro
- Subscription activation ablebits.com/docs/outlook-shared-templates-activation
- Manage subscription keys and activations ablebits.com/docs/outlook-shared-templates-manage-license-keys
- How to start and create account ablebits.com/docs/outlook-shared-templates-account
- Back up data in Shared Email Templates ablebits.com/docs/outlook-shared-templates-export-import

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