



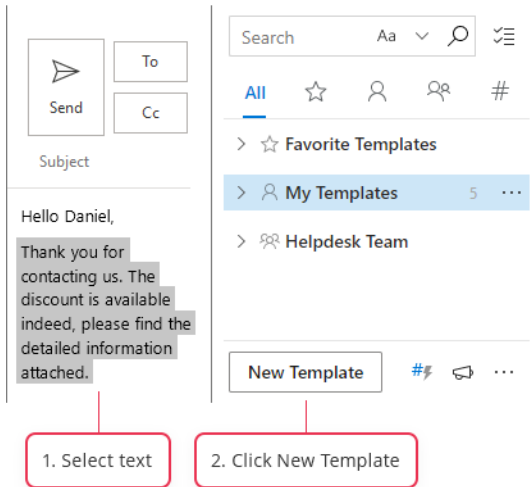
Create and manage your templates

Create template from scratch

Click New Template:

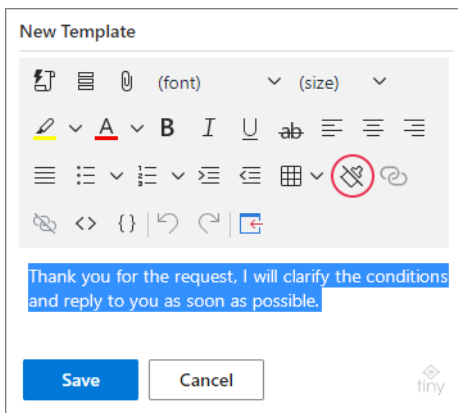


Create template from selected text



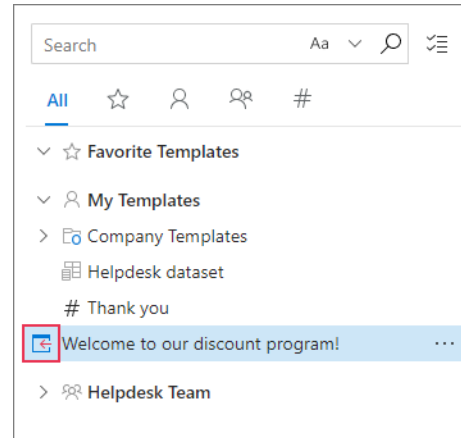
Make plain text template

Select text and click Clear Formatting:



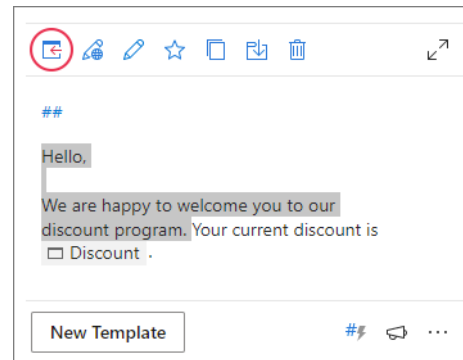
Insert template into message

Select the template and click Paste:



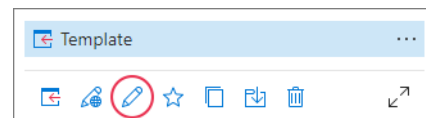
Insert only selected part of template

Select text right in the preview pane and click Paste:



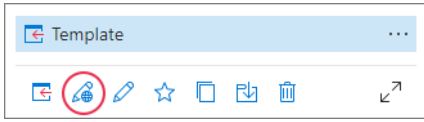
Edit template

Open in the built-in template editor:

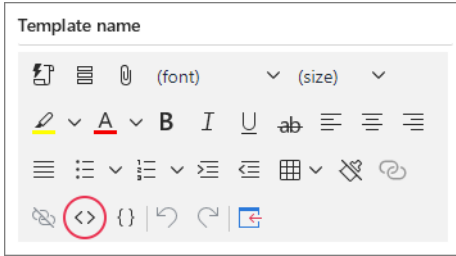




Edit in browser:

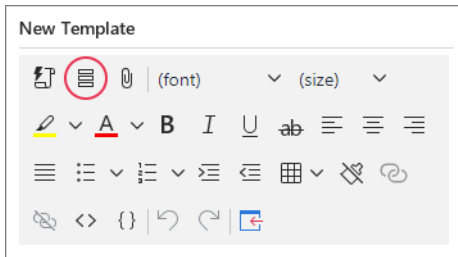


If you use html-based templates or want to create them from scratch, click **View HTML**:



Add message fields

Step 1
Click **Message Fields**:



Step 2
Enter email addresses and text for the Subject field:

← Message Fields

To

Cc

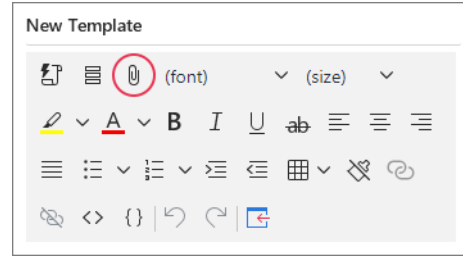
Bcc

Subject

Save Cancel

Add attachments

Step 1
Click **Message Attachments**:



Step 2
Click the **Plus** icon on the right of the storage: OneDrive, SharePoint, URL:

← Message Attachments

OneDrive **+**
No attachments from OneDrive added.

SharePoint **+**
No attachments from SharePoint added.

URL **+**
No attachments from URL added.

Step 3
If the file is in OneDrive, select it and click **Select**. Also, you can **Upload** a file from your local storage to OneDrive and then attach it:

Shared Email Templates

← Please select a file

Files > My Files > Sales

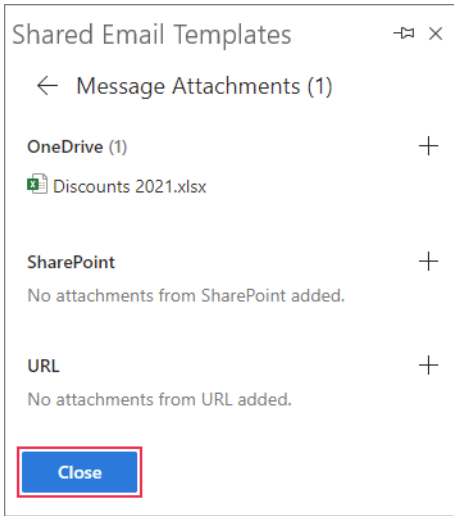
- Discounts 2021.xlsx
- Price list.xlsx
- Program info.docx

Select Upload Cancel



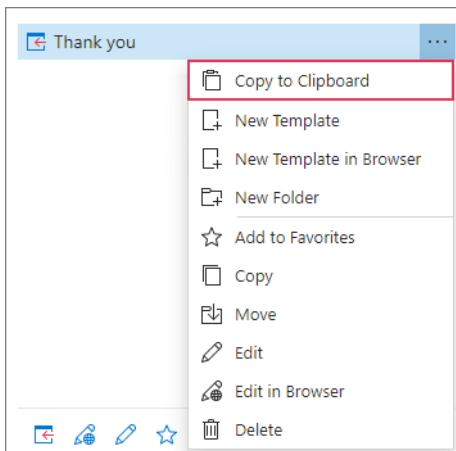
Step 4

When the file is chosen, click Close:

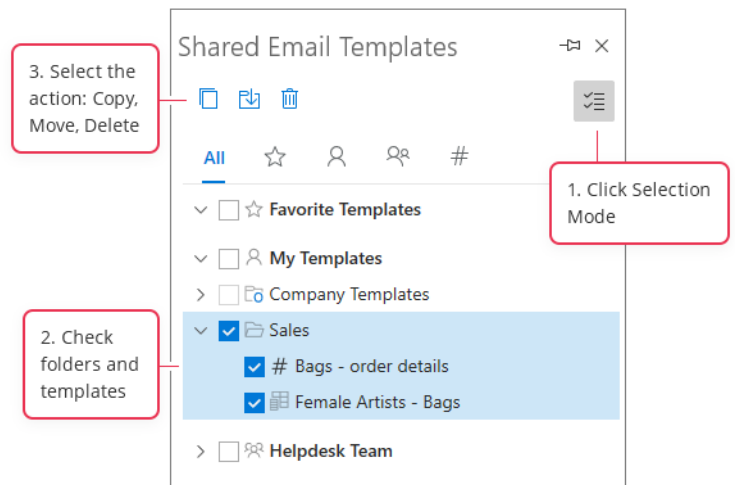


Copy to Clipboard

Right-click a template and select Copy to Clipboard:



Copy, move, delete several templates at once



Find more information

- Manage your email templates ablebits.com/docs/outlook-shared-templates-manage
- How to create and format tables ablebits.com/office-addins-blog/2021/04/13/create-format-tables-outlook-templates

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