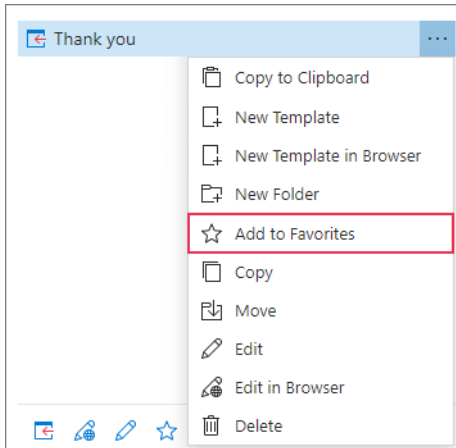


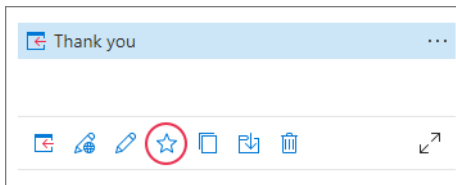
# How to organize your templates

## Organize with favorites

Right-click a template → select Add to Favorites:

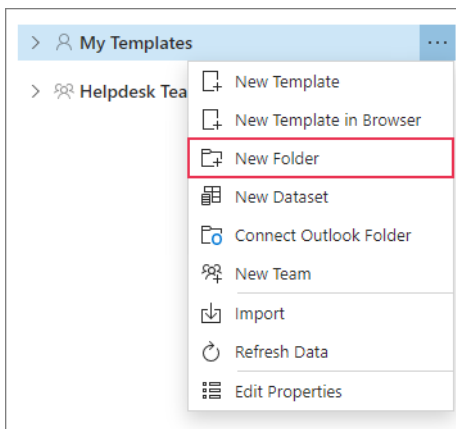


Or...



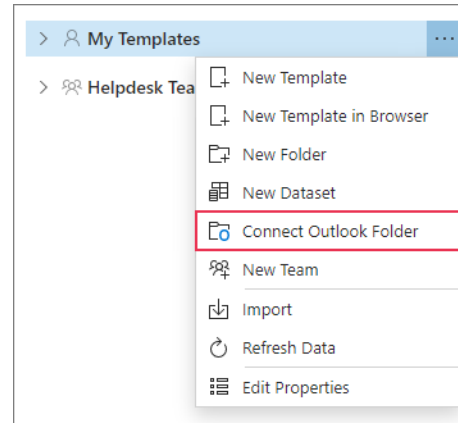
## Create a folder

Right-click a folder → select New Folder:



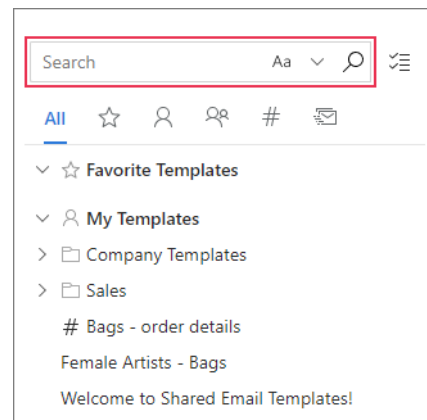
## Link Outlook drafts

Right-click a folder → select Connect Outlook Folder:

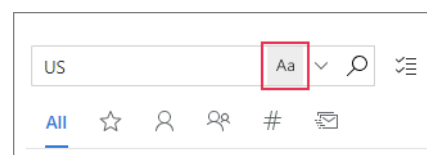


See more details: [How to use Outlook drafts as templates](#)

## Search text in templates



## Case-sensitive search



## Search by selection

## Copy, move, delete several folders at once

## Find more information

- How to use Outlook drafts as templates [ablebits.com/docs/outlook-shared-templates-use-inbox-drafts](https://ablebits.com/docs/outlook-shared-templates-use-inbox-drafts)
- Link Outlook drafts and use them as email templates [ablebits.com/office-addins-blog/2021/01/15/use-outlook-drafts-as-email-templates](https://ablebits.com/office-addins-blog/2021/01/15/use-outlook-drafts-as-email-templates)



### ? 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)