



How to use template shortcuts

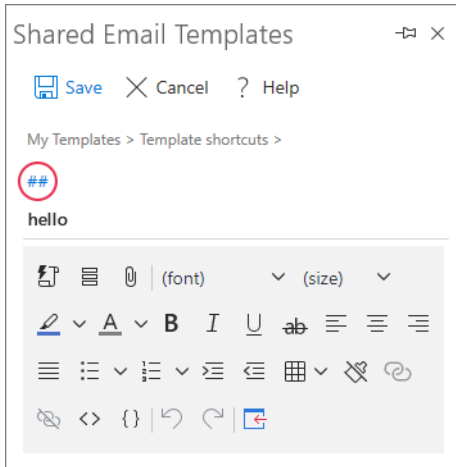
A template shortcut is a shortened name of a template that you can use to insert the template into a message, another template, a dataset, or a profile/team property.

To insert the template into your email, simply type two hash signs and a shortcut and click the Handle Shortcuts button. The shortened name will be replaced with the full text of your template and it does not matter how big this template is: a couple of lines or a few pages.

Add shortcut to template

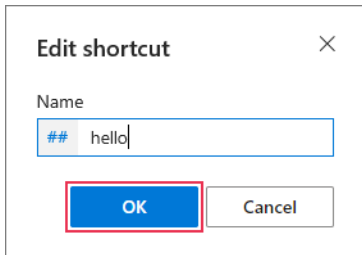
Step 1

In the template editor, click the **Edit Shortcut** icon:



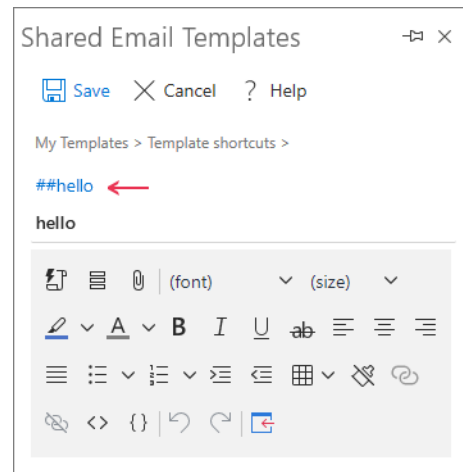
Step 2

Type in a name for your template shortcut and click **OK**:



Step 3

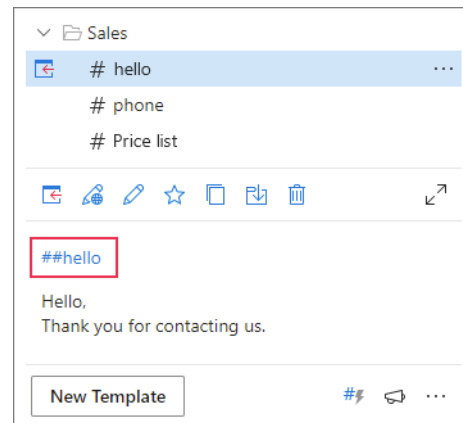
You'll see the name of your shortcut in blue:



Edit shortcut

Step 1

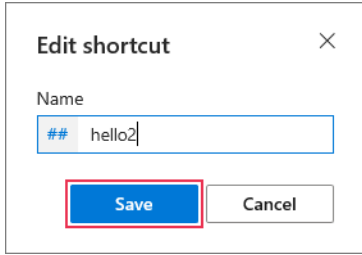
Select the template and in the preview pane click on the **Edit Shortcut** icon:





Step 2

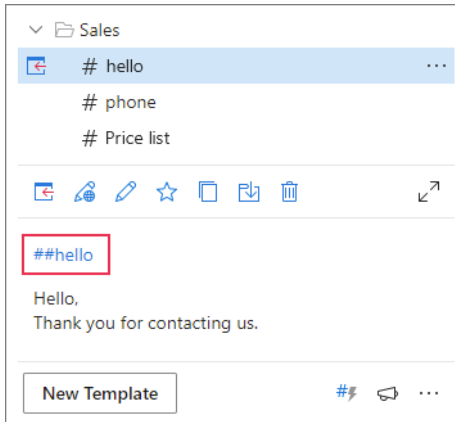
Type in the new name for your shortcut and click **Save**:



Remove shortcut

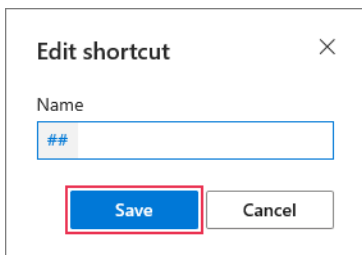
Step 1

Select the template and in the preview pane click on the **Edit Shortcut** icon:



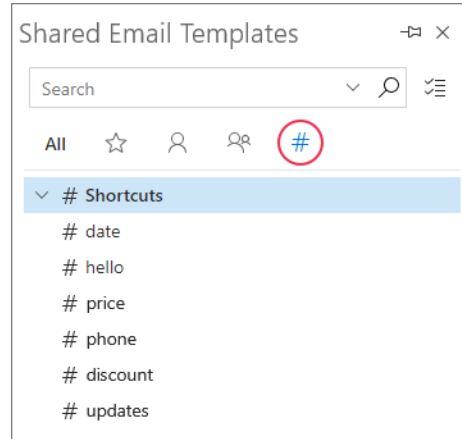
Step 2

Delete text in the box and click **Save**:

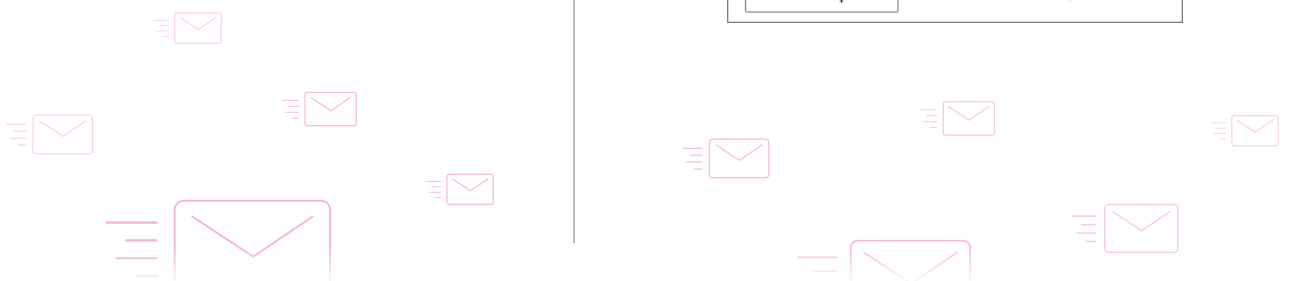
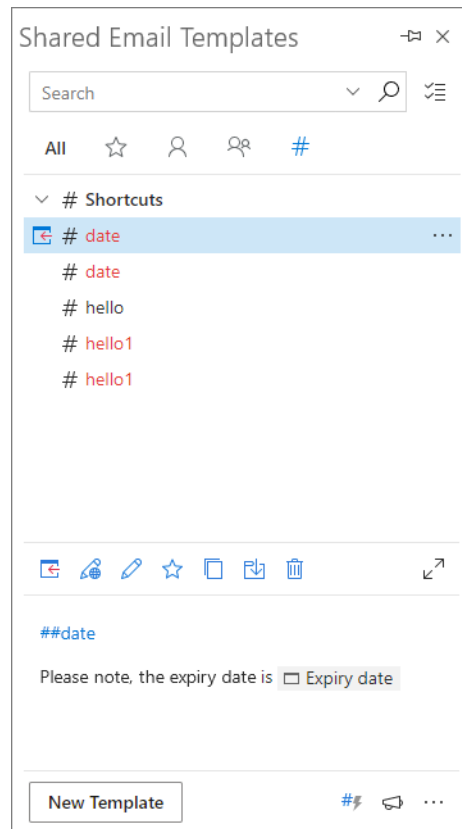


Navigate between shortcuts

To see all your shortcuts, click on the **Shortcuts** icon at the top of the pane:

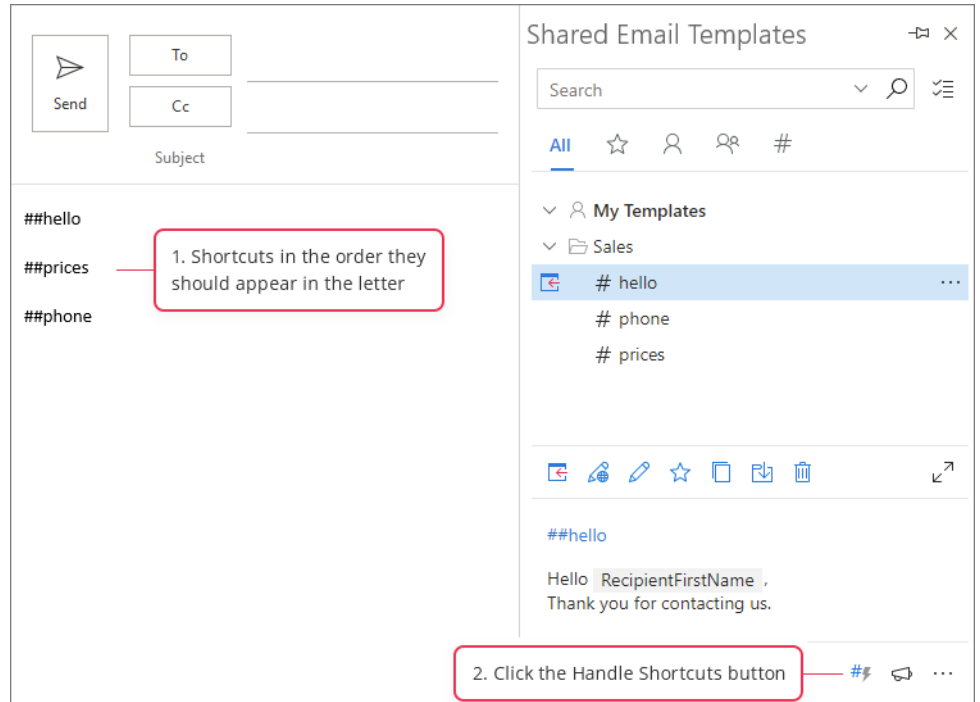


Note. If you've got several shortcuts with the same name, they will be displayed in red:

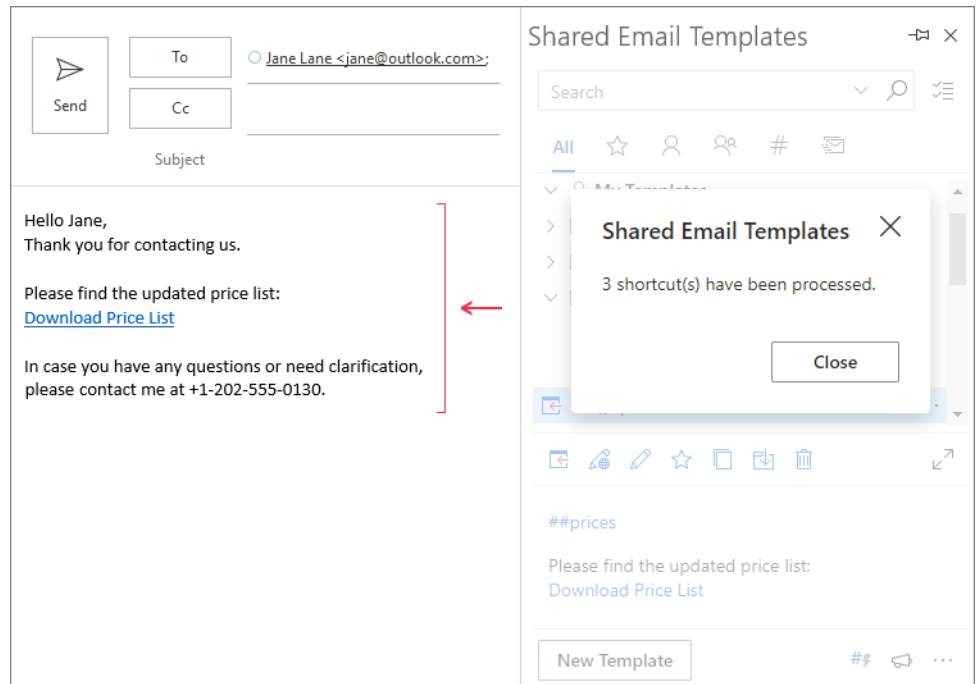


How to use shortcuts in message body

To use template shortcuts in email messages, enter the shortcuts' names directly into the message body and click **Handle Shortcuts**:



As a result, the names of shortcuts are turned into text:



How to use shortcuts in templates/create nested templates

Step 1

Step 2

Select the template in the tree and click the Paste icon:

Find more information

- How to create and use template shortcuts ablebits.com/docs/outlook-shared-templates-snippets
- Create and use nested templates ablebits.com/office-addins-blog/2021/05/07/create-use-nested-outlook-templates

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