

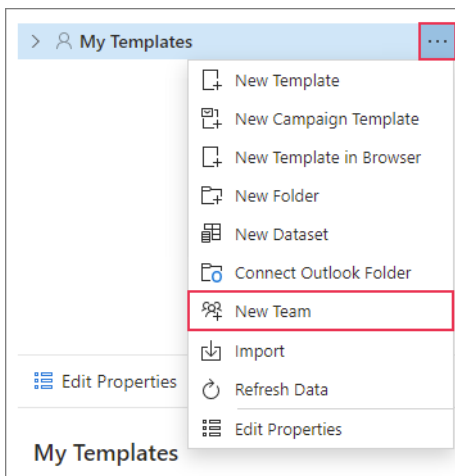
How to share templates (create and manage teams)

To share templates, you'll need to create a team and invite teammates. After that, you can move existing templates to the team or create new ones right there. You can manage user permissions for the team members. Also, in the team templates, you can use the team properties.

Create a team

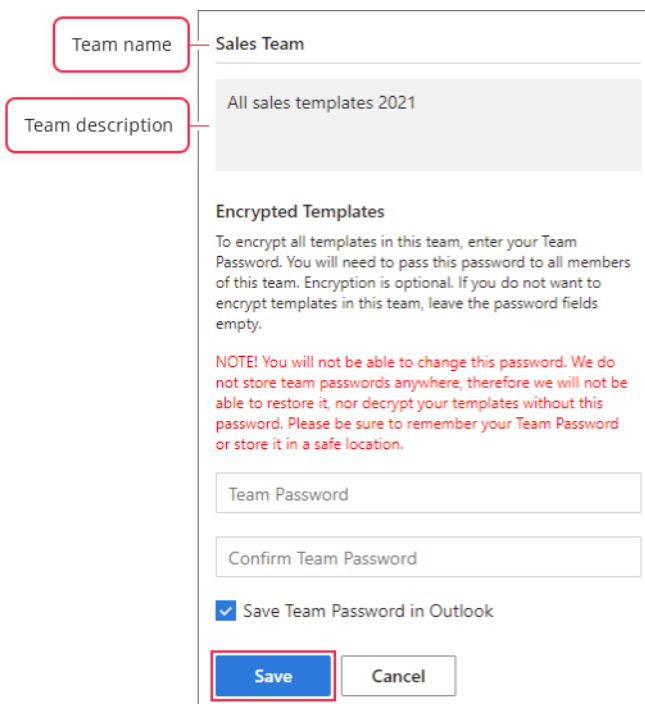
Step 1

Right-click My Templates and pick **New Team**:



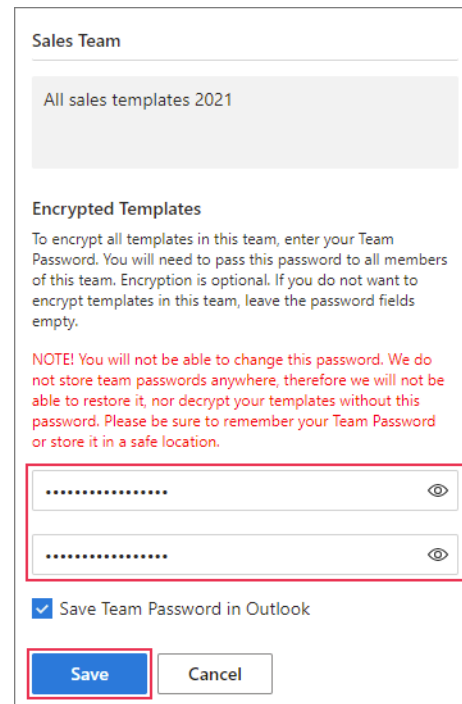
Step 2

Enter the team name and description:



Encrypt a team

While creating a team, you can encrypt it by entering and confirming the team password:

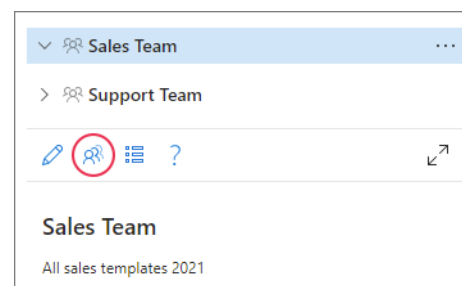


Please find more information about encryption and team password: [How to encrypt team](#)

Invite team members

Step 1

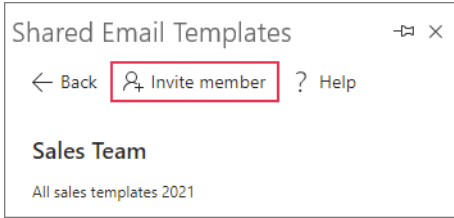
Select the team and click **Manage Team**:





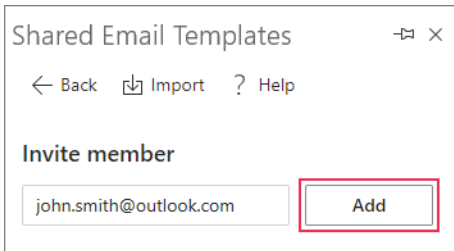
Step 2

Click **Invite Member**:



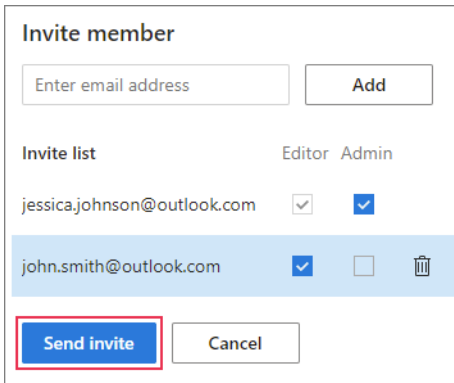
Step 3

Enter an email address of a prospective team member and click **Add**:



Step 4

The same way, add more members if needed and tick **Admin** or **Editor** boxes to define user permissions for them:



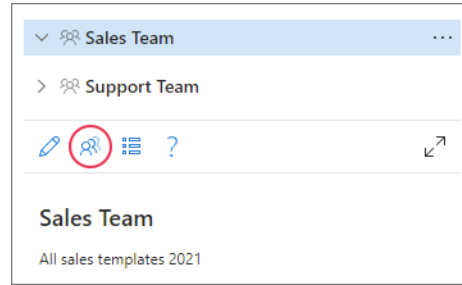
More information about permissions: [Define user permissions](#)

Step 5

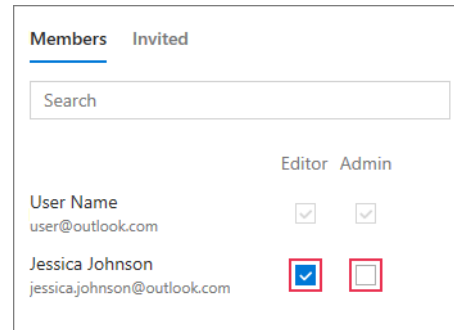
Invitation letters will be sent to the indicated emails. To become team members and get access to team templates, your colleagues should open the invitation letter and click the **Join the team** button there.

Manage team members

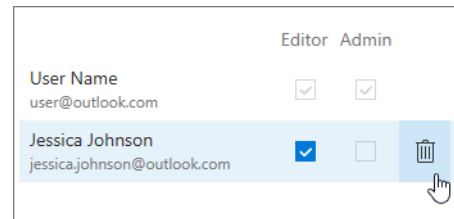
To change permissions for existing team members or remove them, click **Manage Team**:



To edit permissions, check or uncheck the boxes near their names:



To delete a member from a team, stand on the name of the member and click on **Delete**:



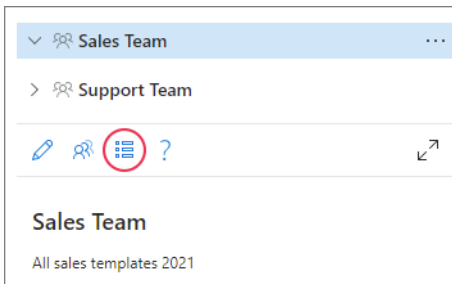
Add a team property

For each team, you can create a set of named values and use them in your templates. Thus, instead of typing or copy-pasting commonly used information, you add it as a property to your team and then simply add a macro with this property.

[Learn more about properties](#)

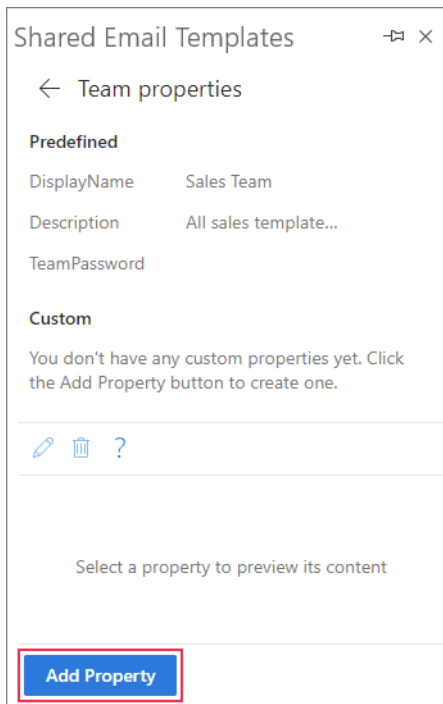
Step 1

Select the team and click **Edit Properties**:



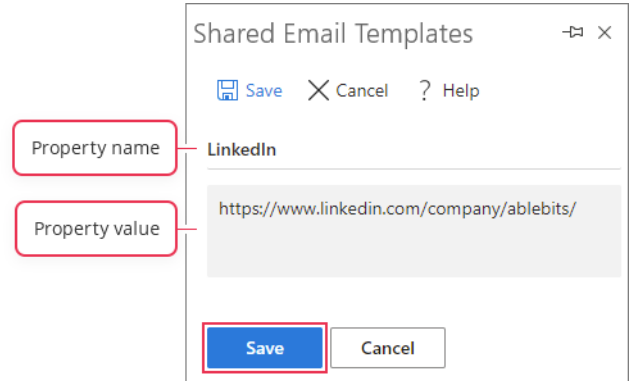
Step 2

Click the **Add Property** button:



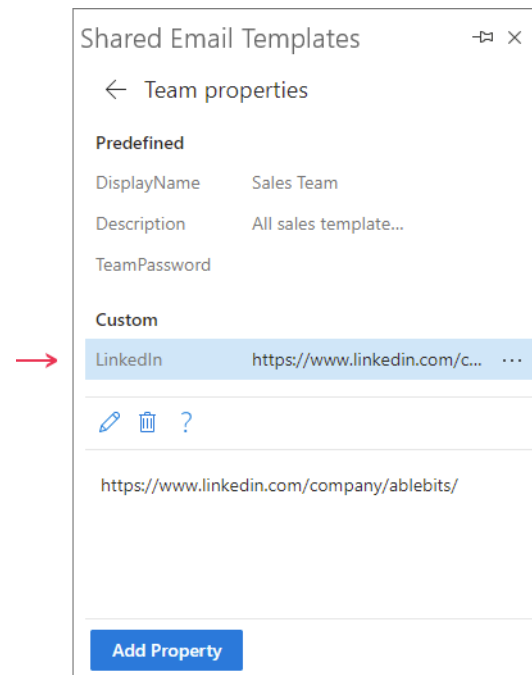
Step 3

Enter the property name and value:



Step 4

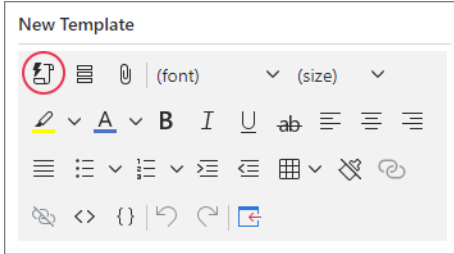
You'll find the created property in the **Custom** section:



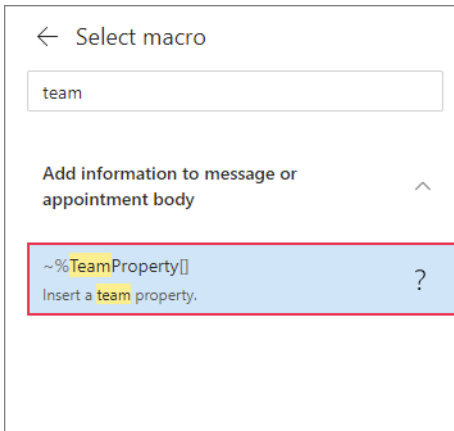
Insert a team property into a template

Step 1

In the Edit mode, click Insert Macro:

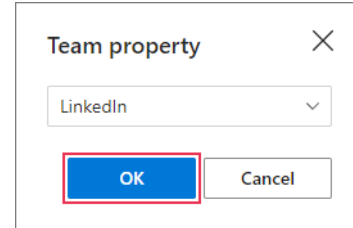


Into the Search box, type "team". Double-click ~%TeamProperty[]:



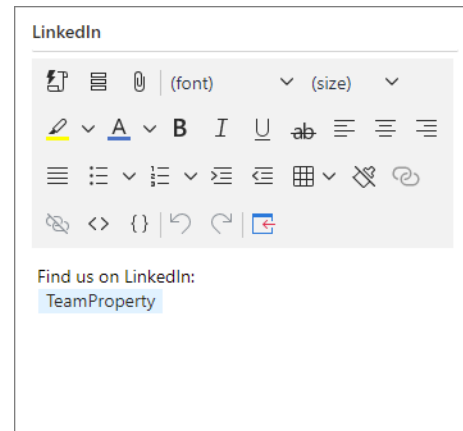
Step 2

In the dropdown, select the property to insert:



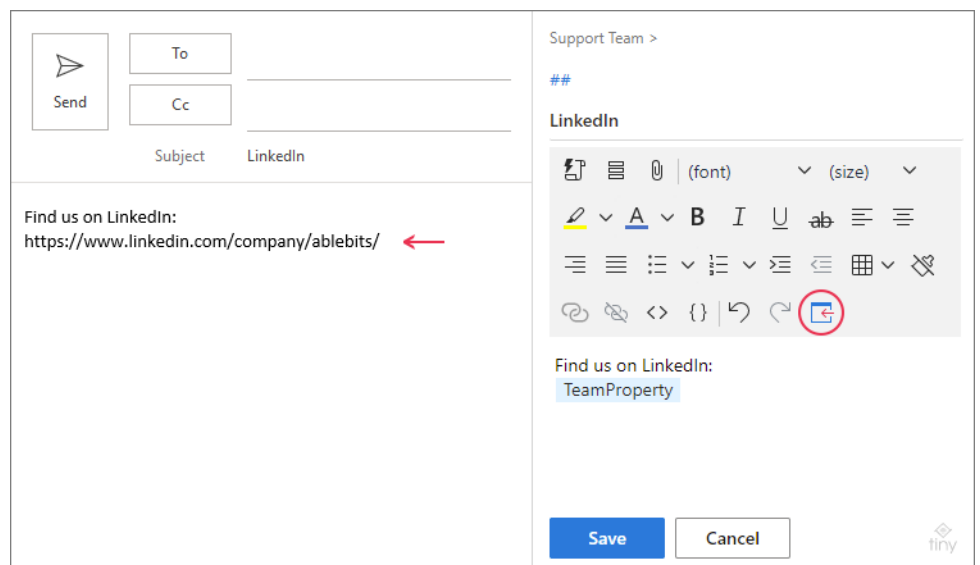
Step 3

In the template, the macro with property will look like this:



Step 4

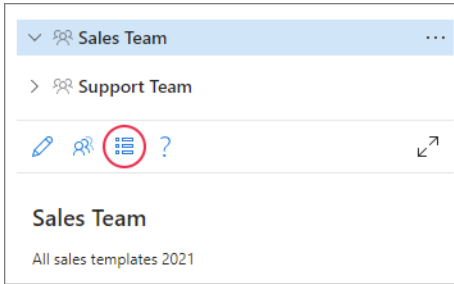
In the message body, the property value is pasted:



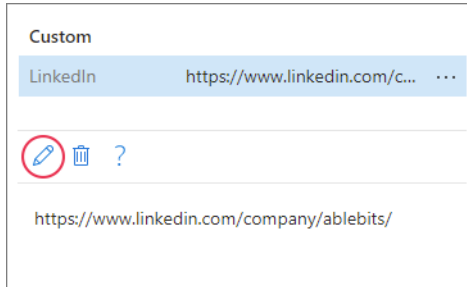


Edit and delete team properties

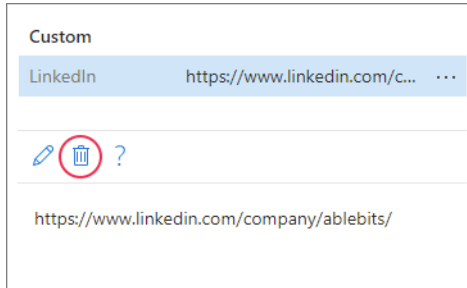
Select the team and click Edit Properties:



Select the property you want to change and click Edit:

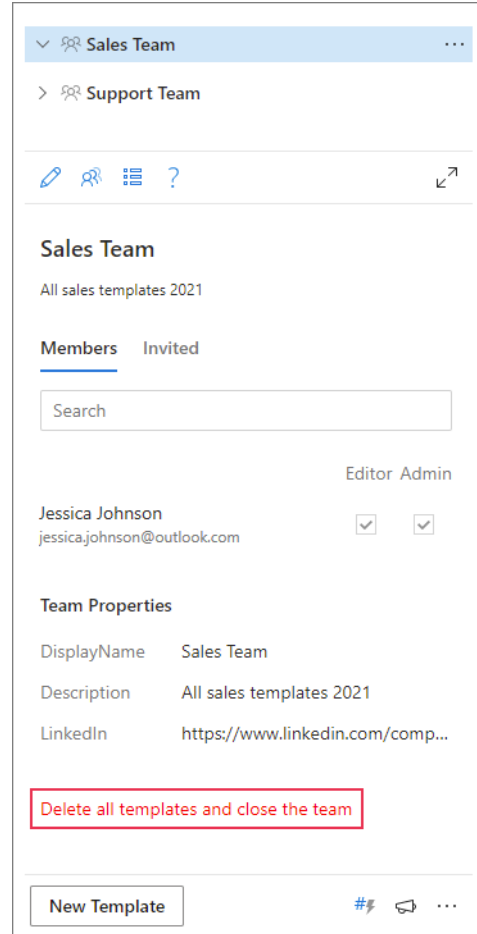


To remove a property, click Delete:



Close a team

Select the team and click Delete all templates and close the team:



Find more information

- Create, manage and close team ablebits.com/docs/outlook-shared-templates-teams
- How to encrypt team ablebits.com/docs/outlook-shared-templates-teams/#encrypt-your-team
- How to use and edit team properties ablebits.com/docs/outlook-shared-templates-team-profile-properties/#team-properties

? Need more details?

- Shared Email Templates for Outlook documentation ablebits.com/docs/#shared-email-templates-outlook
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