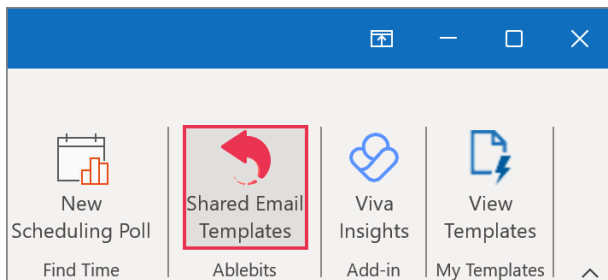


Start Shared Email Templates

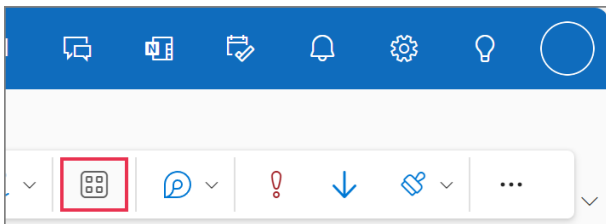
In desktop Outlook for Windows

Select an email message, and then click **Reply**.
Or select **New Email**. Then select **Shared Email Templates** on the ribbon.

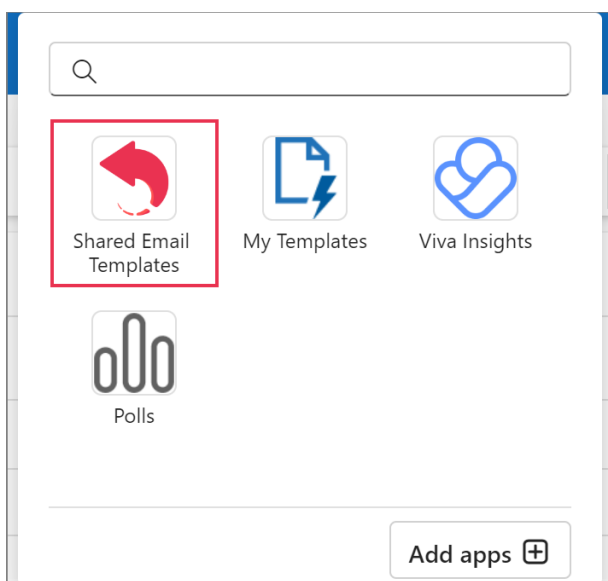


In Outlook Online

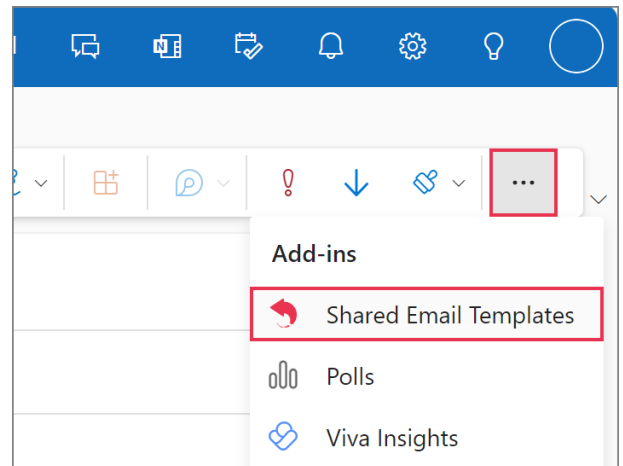
- 1 Select an email message, and then click **Reply**.
Or select **New mail**. Then select the **Apps** button.



- 2 Select **Shared Email Templates**.

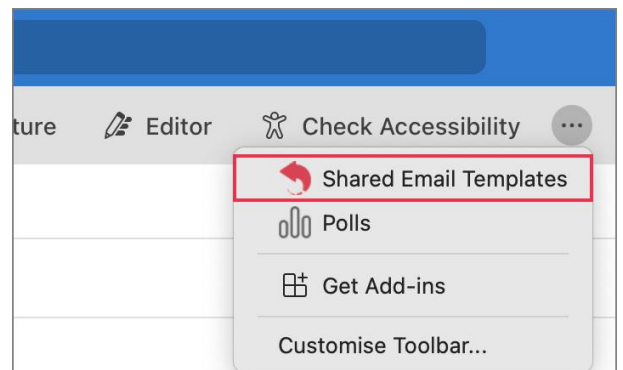


If there's no **Apps** button, open the **More options** menu and select **Shared Email Templates** there.



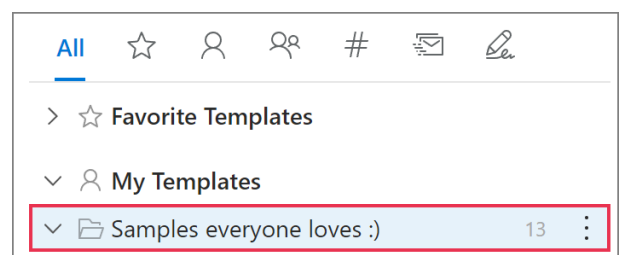
In Outlook for Mac

In the new Outlook for Mac, select an email message, and then click **Reply**. Or select **New Email**. Then click the three dots and select **Shared Email Templates**.

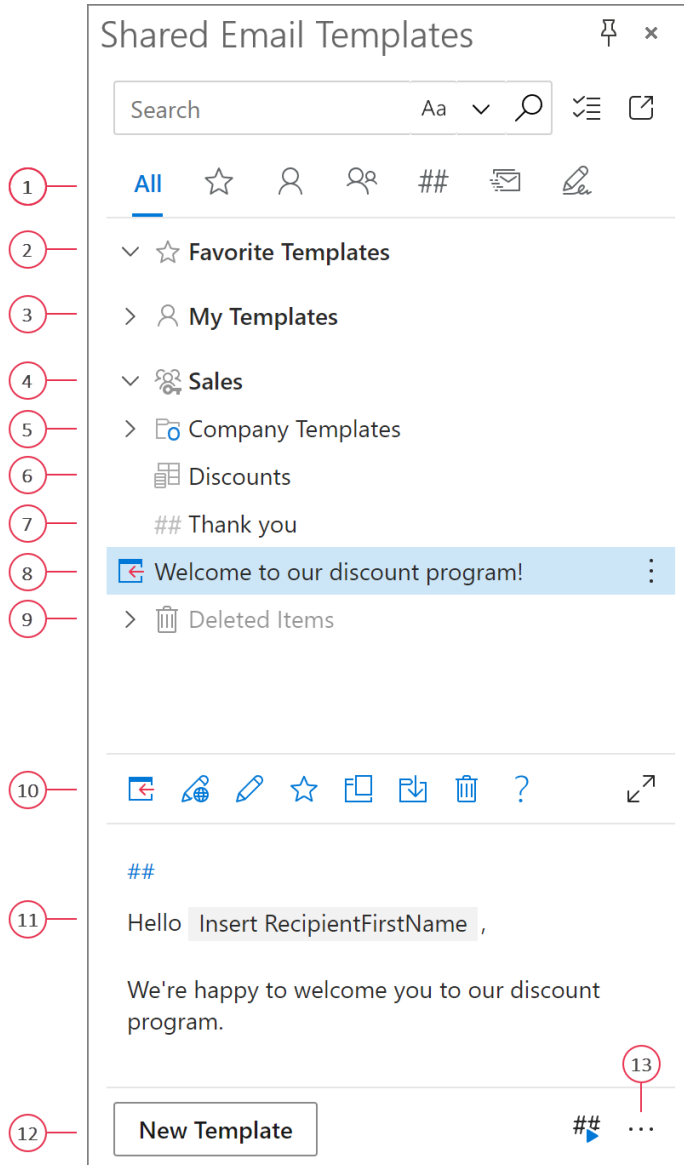


Sample templates: Worth seeing ;)

Explore what the Shared Email Templates add-in can do for you and try your hand at creating templates with the help of available samples.



Shared Email Templates pane

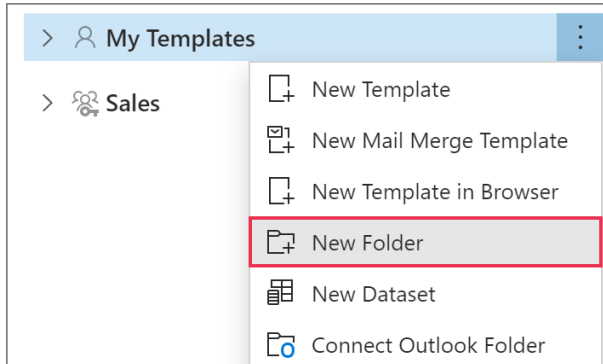


- 3 The default personal folders are Favorite Templates and My Templates. An admin can [hide](#) My Templates.
- 4 Shared templates are stored in [teams](#). A key icon means that the team is encrypted.
- 5 You can link an Outlook folder with your drafts to the add-in and use these drafts as templates. [DEPRECATED]
- 6 You can create or import [datasets](#) and insert values from them into templates.
- 7 You can use [shortcuts](#) as building blocks for templates and email messages.
- 8 To insert a template, select the template and click the Insert button. You can insert a template when replying to an email or creating a new one, but not when reading an email.
- 9 Deleted templates get to the Deleted Items folder.
- 10 These are template action buttons: Insert, Edit in browser, Edit, Add to favorites, Copy to, Move to, Delete, and Help. You can insert a template when replying to an email or creating a new one, but not when reading an email.
- 11 When you select a template, you can see its content in the preview pane.
- 12 To create a template, click the New Template button.
- 13 Via the More menu, you can open your profile, sign out, get to the Shared Email Templates app, manage your account (if you're an admin), view logs, get access to online help and cheat sheets, check your subscription details and the product version.

- 1 Choose a view: All Templates, Favorite Templates, My Templates, Team Templates, Shortcuts, Mail Merge, or Signatures. An admin can [hide](#) My Templates, Mail Merge, and Signatures.
- 2 To add a template to Favorite Templates, right-click it and select Add to Favorites.

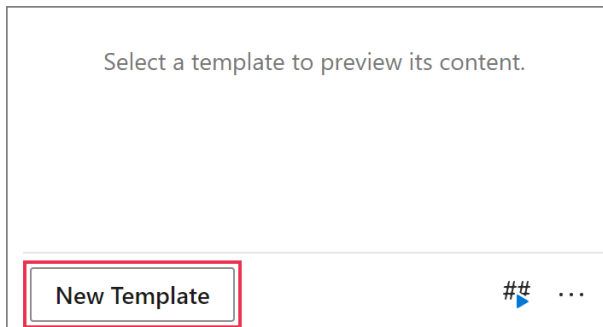
Create a folder

Right-click My Templates, a team (editor permissions are required), or a folder, and then select **New Folder**.



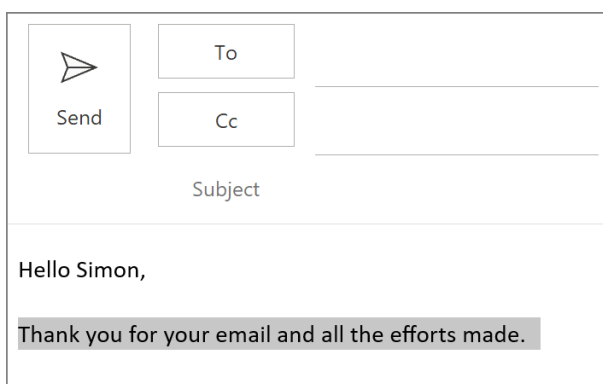
Create a template from scratch

At the bottom of the pane, click the **New Template** button.

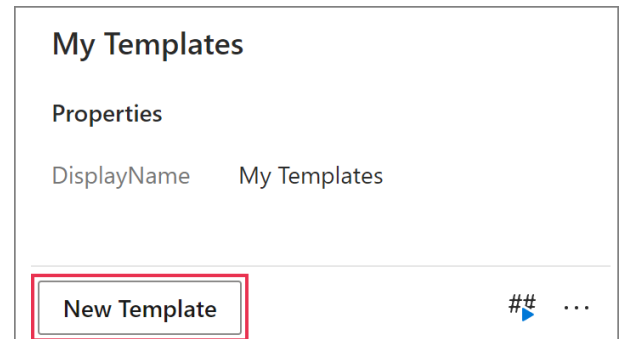


Create a template from selected text

- 1 In the email message body, select the text that you want to convert into a template.

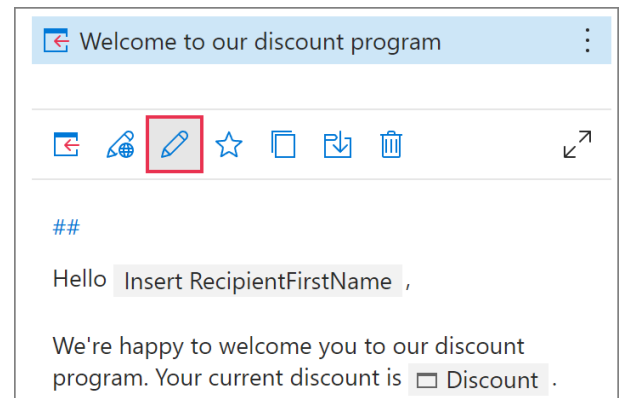


- 2 Select the folder where you want to add your template, and then click the **New Template** button.

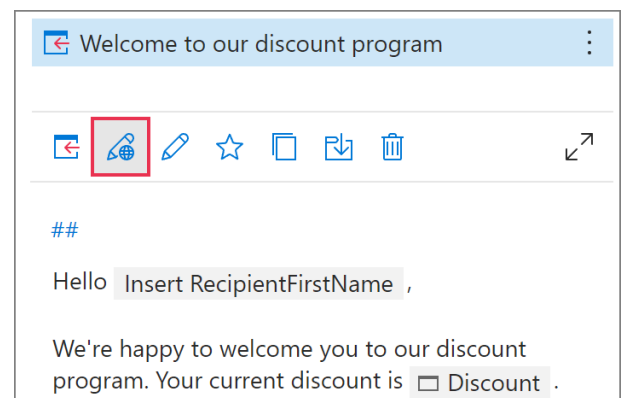


Edit a template

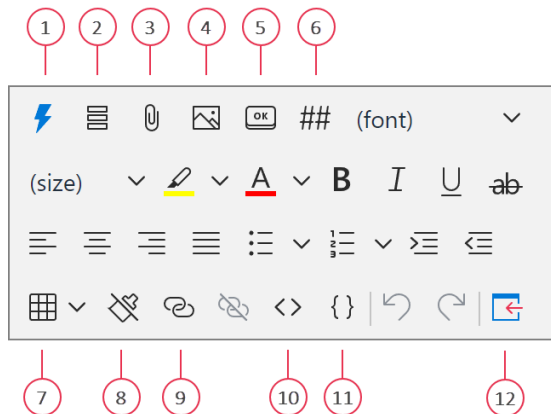
To start editing a template, select it, and then click **Edit**.




If you would rather edit the selected template in the Shared Email Templates app in your default browser, there's always the **Edit in browser** option available.



Template editor toolbar

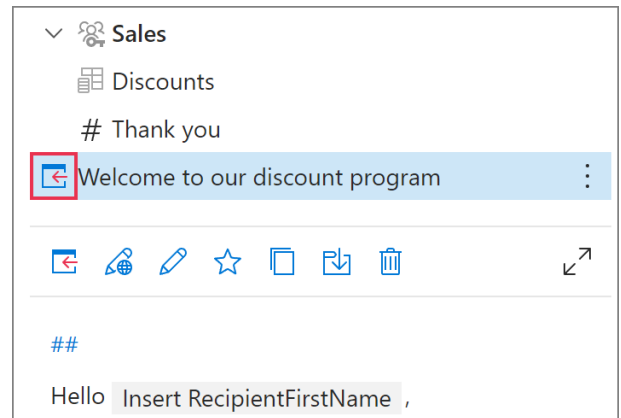


- 1 Choose a macro.
- 2 Fill in the To, Cc, Bcc, and Subject fields.
- 3 Attach files from OneDrive, SharePoint, or URLs.
- 4 Insert a picture from OneDrive, SharePoint, or a URL. Or insert a profile picture from Azure AD.
- 5 Insert a button specifying its dimensions, color, text, and link.
- 6 Choose a shortcut to use it as a building block for the template that you're creating or editing.
- 7 Insert a table.
- 8 Clear formatting from the selected text.
- 9 Insert or edit a hyperlink.
- 10 View HTML.
- 11 View the template content.
- 12 Insert the template into an email message.

 You can insert a template when replying to an email or creating a new one, but not when reading an email.

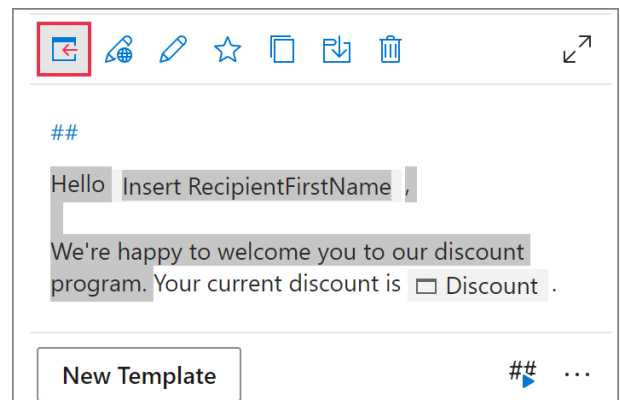
Insert a template into a message

Select a template, and then click **Insert**.



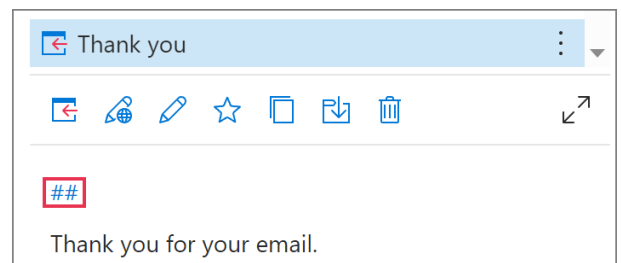
Insert a selected part of a template

In the preview pane, select any part of the template and click **Insert**.



Create a shortcut for a template

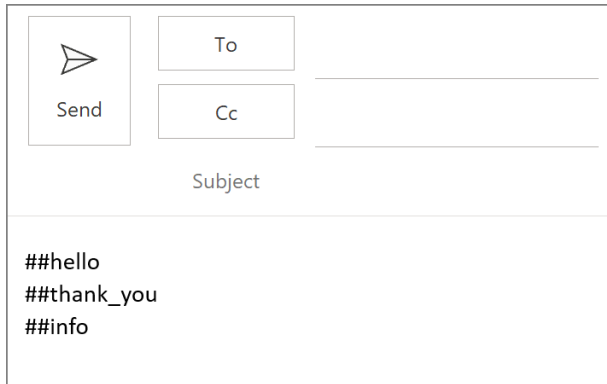
Select a template and click **##** in the preview pane.



Then enter the name of your shortcut.

Use shortcuts in email messages

- 1 Enter shortcuts into the email message body.



The screenshot shows an email composition window. The 'To' and 'Cc' fields are empty. The 'Subject' field is empty. The body text contains three lines of shortcuts: ##hello, ##thank_you, and ##info. The 'Send' button is visible in the top left corner.

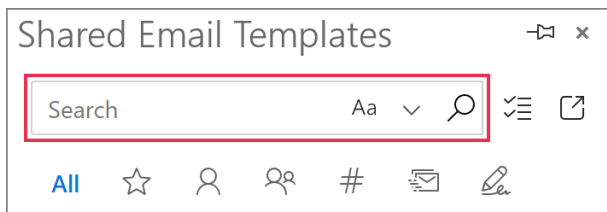
- 2 Click **Handle shortcuts**.




The screenshot shows a button labeled 'New Template' and a red box highlighting the '##' shortcut followed by an ellipsis '...'.

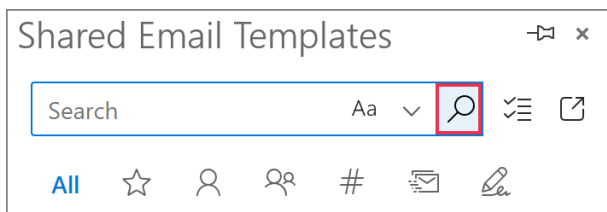
Do a search

Enter the text that you're looking for into the search box.



The screenshot shows the 'Shared Email Templates' window. The search box is highlighted with a red box. The search box contains the text 'Search'. The 'Aa' icon and the magnifying glass icon are also visible.

 To search your templates for some text that a message contains, select that text, and then click the magnifier icon.

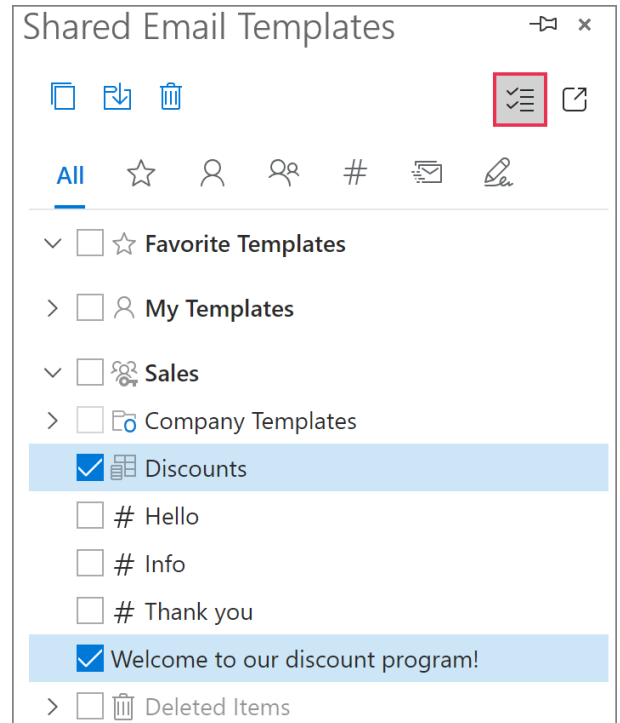


The screenshot shows the 'Shared Email Templates' window. The magnifying glass icon is highlighted with a red box. The search box contains the text 'Search'.

If you open the add-in when reading emails, a search for selected text won't work.

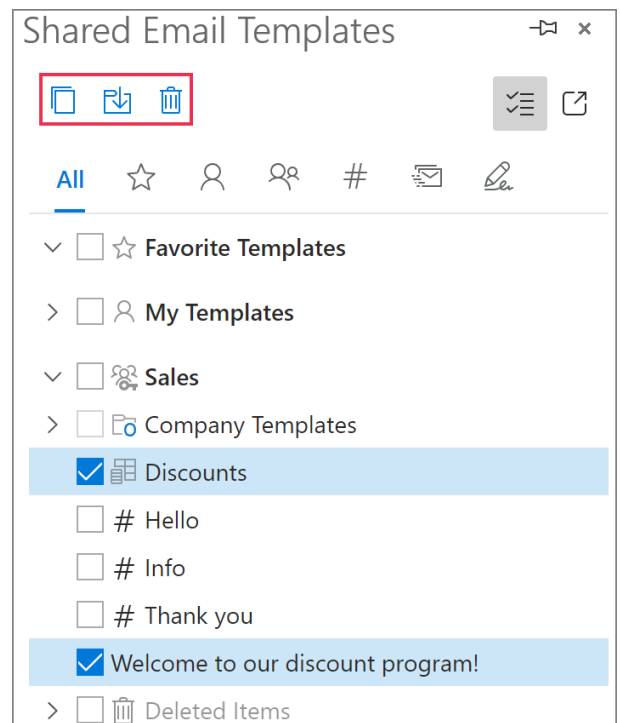
Copy, move, or delete in bulk

- 1 Click **Selection mode** and select items that you want to copy, move, or delete in one go.



The screenshot shows the 'Shared Email Templates' window. The 'Selection mode' is active, indicated by a red box around the 'Selection mode' icon. The list of templates includes 'Favorite Templates', 'My Templates', 'Sales', 'Company Templates', 'Discounts', and 'Deleted Items'. The 'Discounts' category is expanded, showing a list of templates: '# Hello', '# Info', '# Thank you', and 'Welcome to our discount program!'.

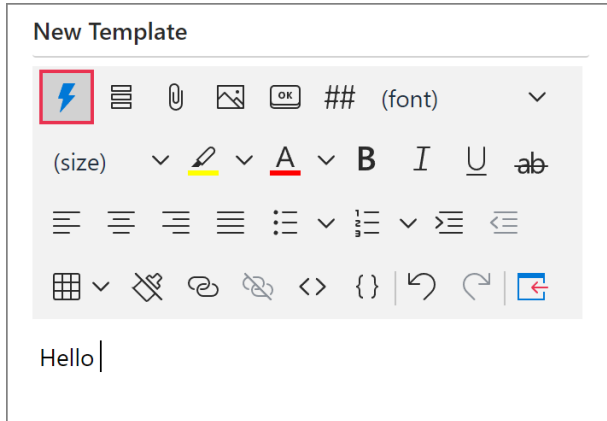
- 2 Choose an action: **Copy to**, **Move to**, or **Delete**.



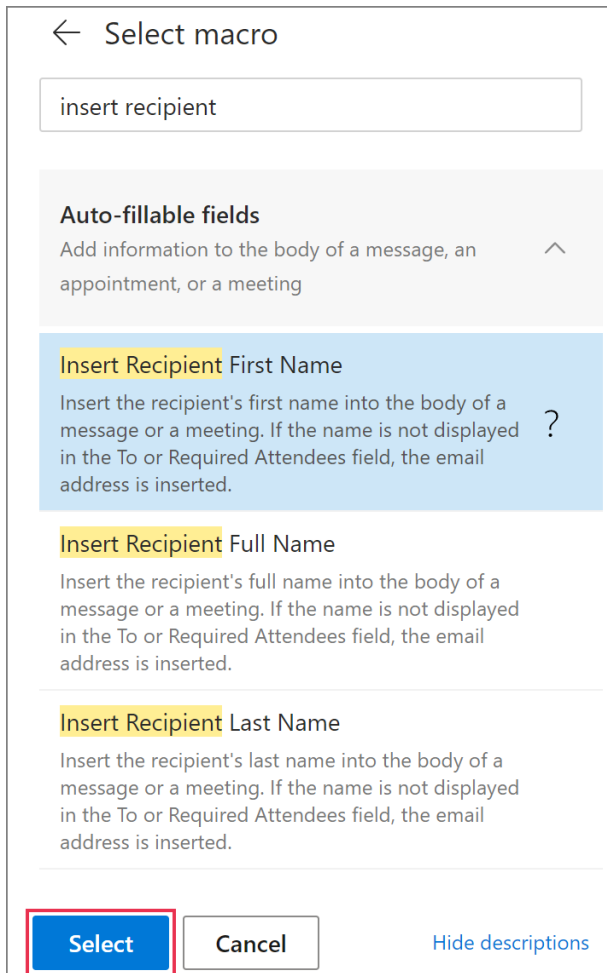
The screenshot shows the 'Shared Email Templates' window. The 'Copy to', 'Move to', or 'Delete' icons are highlighted with a red box. The list of templates is the same as in the previous screenshot.

Insert a macro

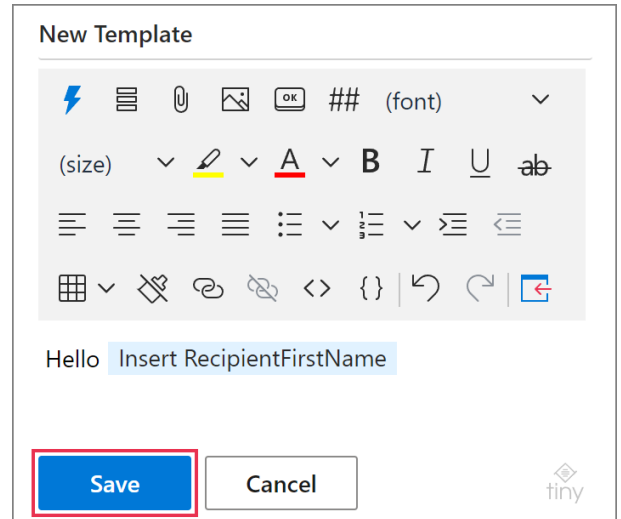
- 1 When creating or editing a template, choose a place for a macro placeholder, put the cursor there, and then click **Insert macro**.



- 2 Select the macro that you want to use for your template.

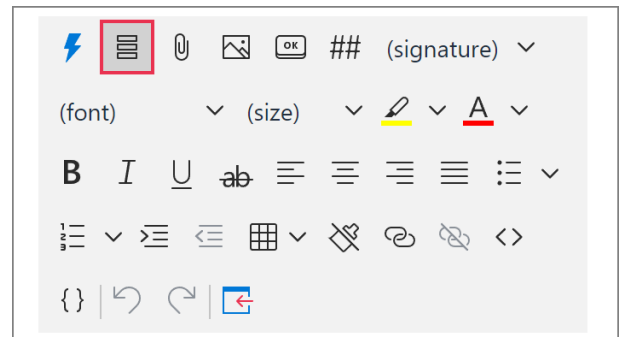


The macro placeholder will appear in the template. To save the changes, click **Save**.



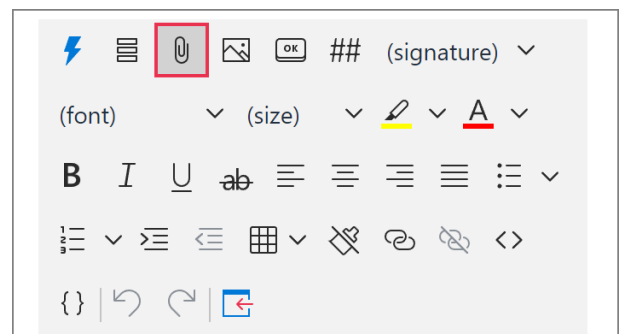
Fill in To, Cc, Bcc, and Subject

When creating a new template or editing an existing one, click **Message fields**.



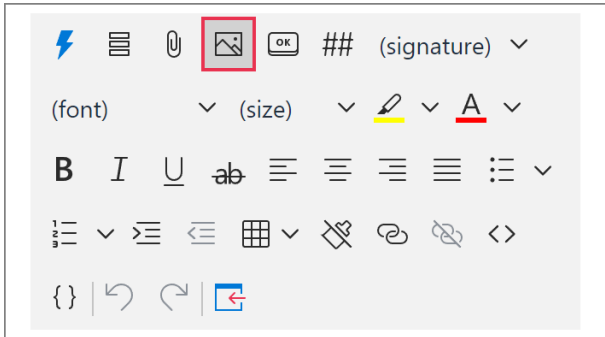
Attach files

When creating a new template or editing an existing one, click **Message attachments**.



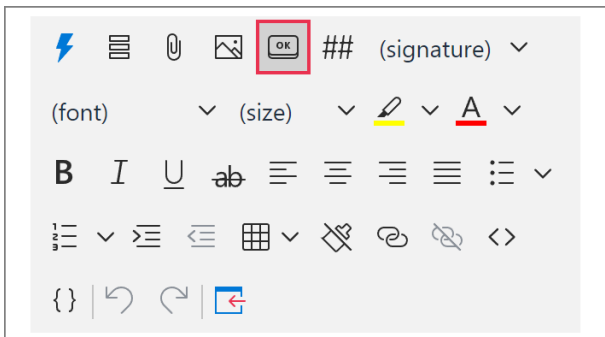
Insert a picture

When creating a new template or editing an existing one, select **Insert picture**.



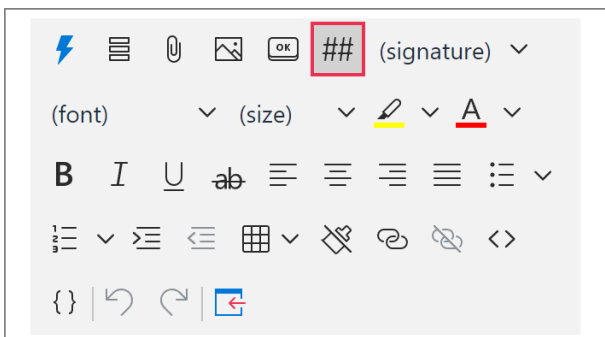
Add a button

When creating a new template or editing an existing one, select **Insert button**.



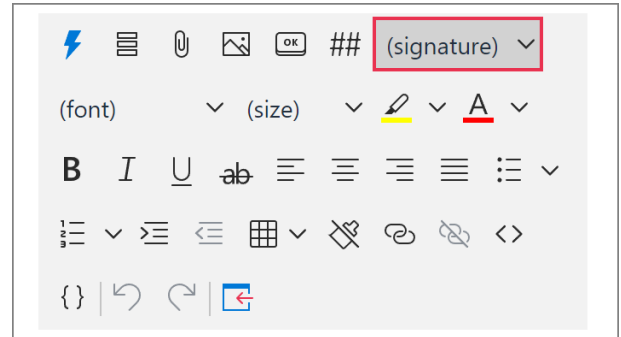
Insert a shortcut

When creating a new template or editing an existing one, select **Insert shortcut**.



Select a signature

In the template that you're creating or editing, select **Signature**.

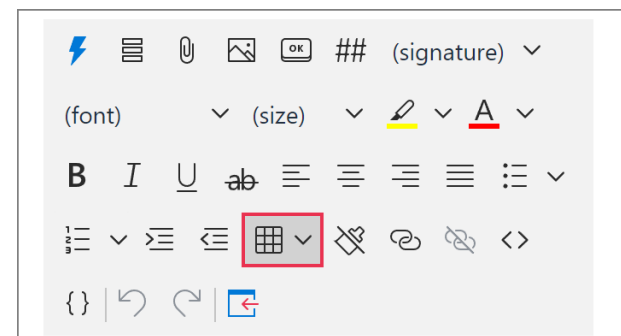


If you don't have signatures associated with the folder where you're currently creating or editing your template, the **Signature** dropdown list won't be available on the template editor toolbar.

The signature selected from the dropdown list won't be inserted if a template contains the *Insert Signature* option of the [Insert](#) macro. The signature returned by the macro will be inserted instead.

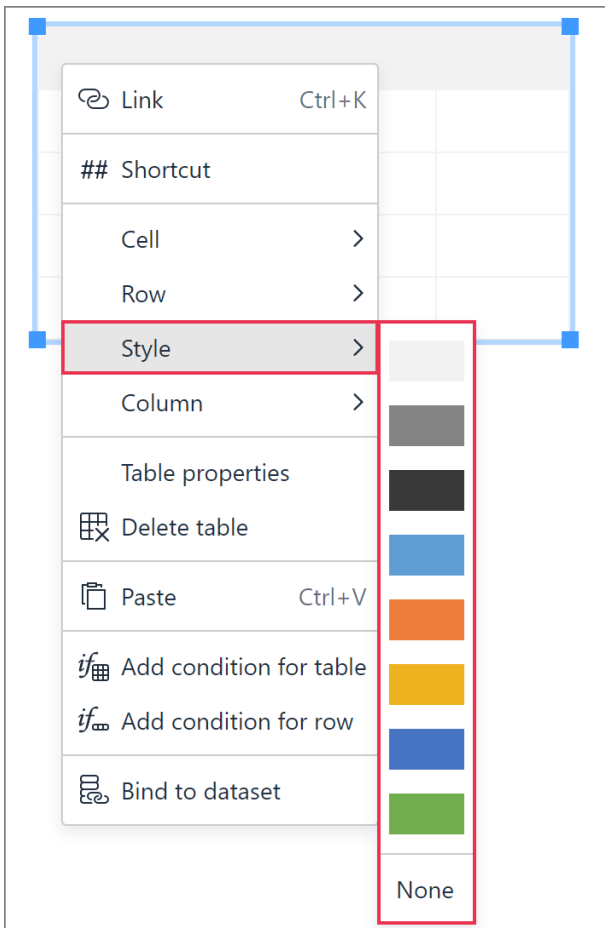
Add a table

In a template that you're creating or editing, place the cursor where a table is needed and select **Table**.



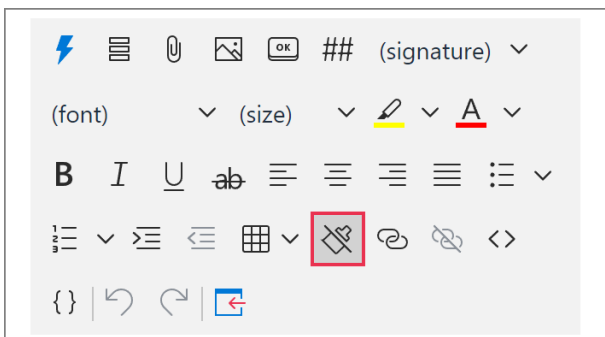
To change the default style applied to the table that you've added to your template, right-

click the table, select the **Style** option, and then select the style that you want to apply.



Clear formatting

When creating or editing a template, select the text where you want to remove formatting, and then click **Clear formatting**.



? Need more details?

- Shared Email Templates for Outlook documentation
ablebits.com/docs/#shared-email-templates-outlook
- More Shared Email Templates features and benefits
ablebits.com/outlook-shared-email-templates
- Shared Email Templates tips and tricks
ablebits.com/docs/outlook-shared-templates-tips-tricks
- Shared Email Templates cheat sheets
ablebits.com/docs/outlook-shared-templates-cheat-sheets
- Shared Email Templates how-to videos
ablebits.com/docs/outlook-shared-templates-videos