

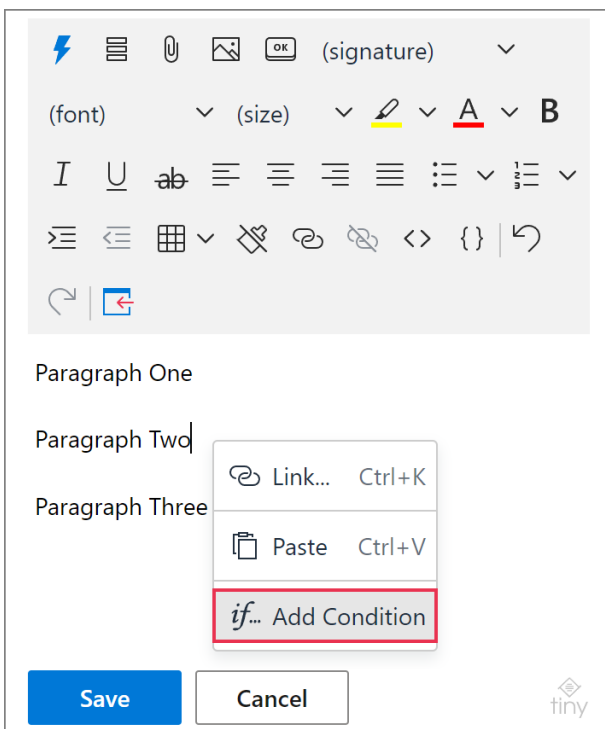
How to insert content depending on a condition

To get a part of a template—a paragraph, a list, a list item, a table, or a table row—inserted into an email message along with the whole template only if a certain condition is met, add a condition to this part and the part will become an **Insert-if section**.

How to add a condition

Based on text in an email message field

- 1 When creating or editing a template, right-click a paragraph, a list, a list item, a table, or a table row, and then select **Add Condition**.



- 2 In the **Add condition** dialog, select **Message field**.

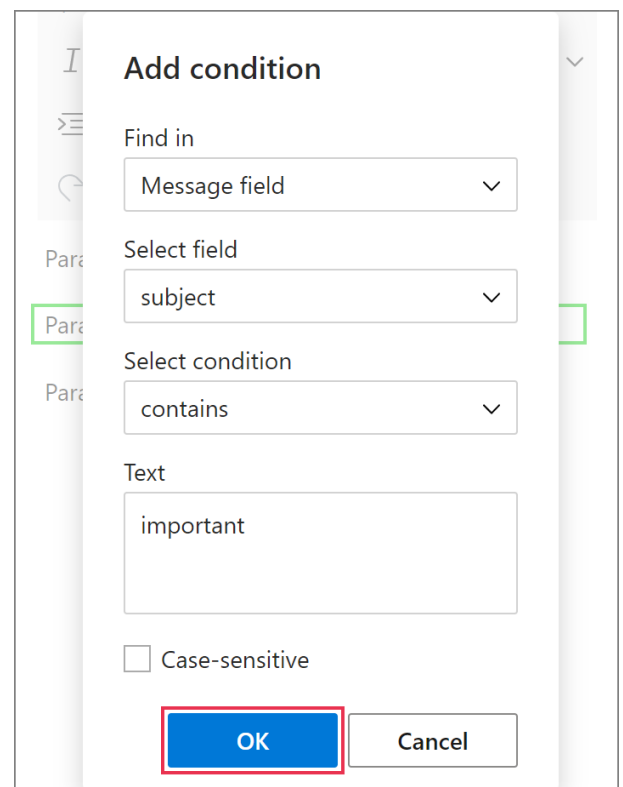
- Choose a **field** that will be checked for the condition you're adding.
- Choose a **condition** ("contains", "doesn't contain", "is equal to", "matches", or "doesn't match").

- Enter some **text** that the add-in will look for when checking your condition. You can also enter a regular expression.

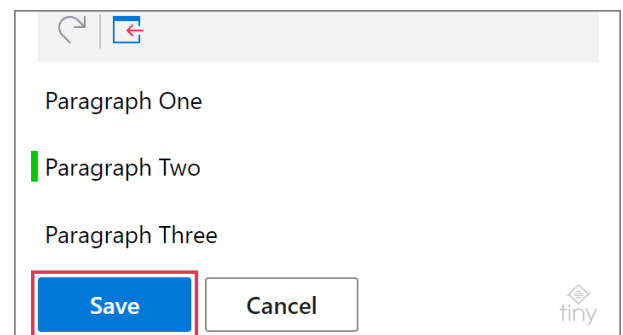
Such conditions as "matches" and "doesn't match" require a regular expression.

You can select the **Case-sensitive** checkbox for such conditions as "contains", "doesn't contain", and "is equal to".

When you're done, click **OK**.



- 3 A green indicator will mark the section that you've added your condition to. Click **Save**.



Based on the WTE macro result

Before adding a condition based on the result returned by the [WhatToEnter \(WTE\)](#) macro, make sure that your template contains at least one WTE macro. If not, you need to insert this macro into your template.

Interactive fillable fields
Create interactive fillable fields

What to enter

Dropdown list

Field name
Choose a country

Items

- Argentina
- Germany
- United States

User can edit selected item(s)

User can select multiple items
separated by

For Insert-if sections only

Required

OK Cancel

Only the **Text field**, **Dropdown list**, and **Dataset** options of the WTE macro are supported.

If you want to use the result returned by the WTE macro only for checking your condition and you don't want that result to be inserted into an email message, select the **For Insert-if sections only** checkbox in the **What to enter** dialog when inserting the macro into your template.

For Insert-if sections only

Required

OK Cancel

- 1 When you're creating a new template or editing an existing one, right-click a paragraph, a list, a list item, a table, or a table row, and then select **Add Condition**.

Paragraph One Choose a country

Paragraph Two Deliverv terms.xlsx

Paragraph Three

if... Add Condition

Save Cancel

- 2 The **Add condition** dialog will appear. Select **WhatToEnter result**.

- Select a **WhatToEnter** macro from the list of the WhatToEnter macros that your template contains.
- Choose a **condition** ("contains", "doesn't contain", "is equal to", "matches", or "doesn't match").

- Enter some **text** that the add-in will look for when checking the condition. You can also enter a regular expression.

Such conditions as "matches" and "doesn't match" require a regular expression.

You can select the **Case-sensitive** checkbox for such conditions as "contains", "doesn't contain", and "is equal to".

When you're done, click **OK**.

Add condition

Find in
WhatToEnter result

Select WhatToEnter
Choose a country

Select condition
contains

Text
United States

Case-sensitive

OK Cancel

- 3 A green indicator will appear next to the section that is an Insert-if section now. Click **Save**.

Paragraph One Choose a country

Paragraph Two Delivery terms.xlsx

Paragraph Three

Save Cancel

tiny

If you add a condition to a list item, it won't be possible to add a condition to the whole list, and vice versa.

If you add a condition to a table row, it won't be possible to add a condition to the whole table, and vice versa.

How to change a condition

When you're creating or editing a template, right-click a section that is marked with a green indicator, and then select **Change Condition**.

Paragraph One

Paragraph Two

Paragraph Three

Link... Ctrl+K

Paste Ctrl+V

if Change Condition

Remove Condition

How to remove a condition

When you're creating or editing a template, right-click a section that is marked with a green indicator. In the pop-up list, select **Remove Condition**.

Paragraph One

Paragraph Two

Paragraph Three

Link... Ctrl+K

Paste Ctrl+V

if Change Condition

Remove Condition

Learn more

- Insert-if sections: How to add, change, and remove conditions
ablebits.com/docs/conditions-shared-email-templates

Need more details?

- Shared Email Templates for Outlook documentation
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