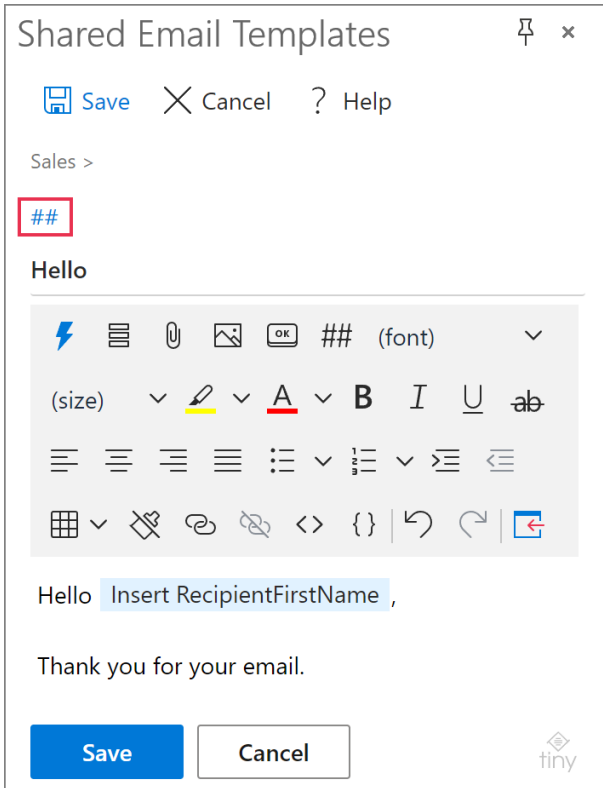
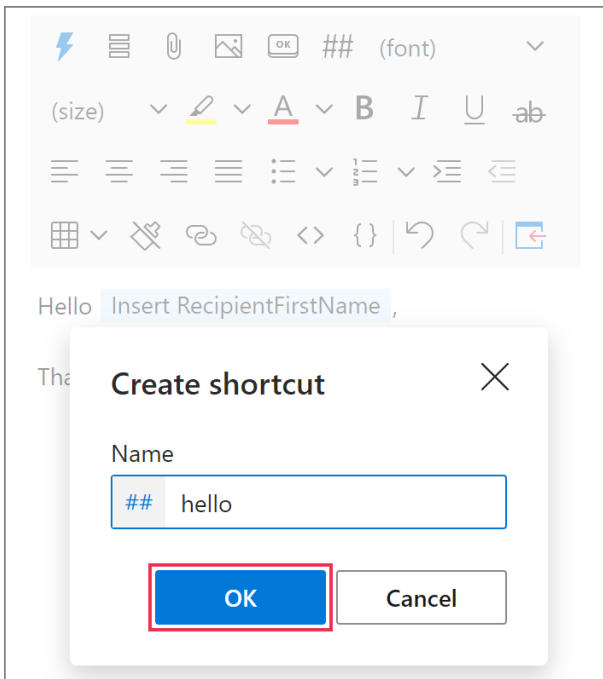


Create a shortcut for a template

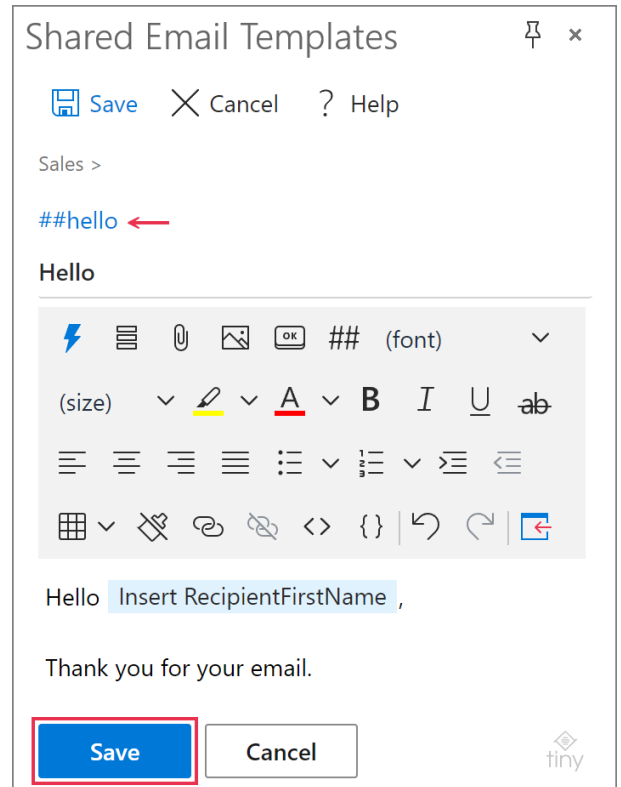
1 When creating or editing a template, click **##**.



2 Enter the name of a template shortcut. Then click **OK**.

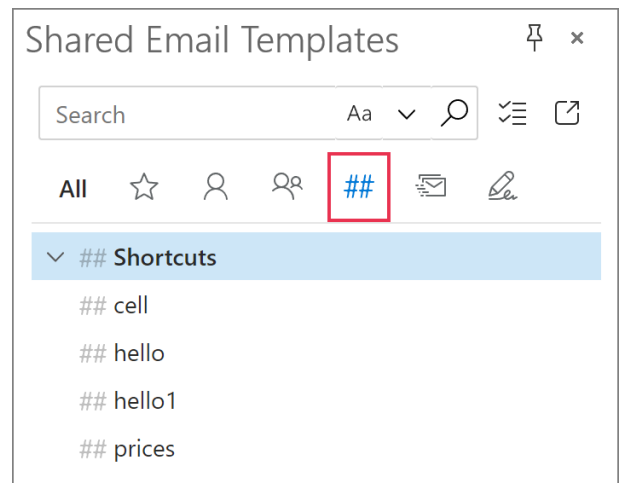


3 The name of the created shortcut is above the name of the template now. To keep the changes, click **Save**.



Where to find created shortcuts

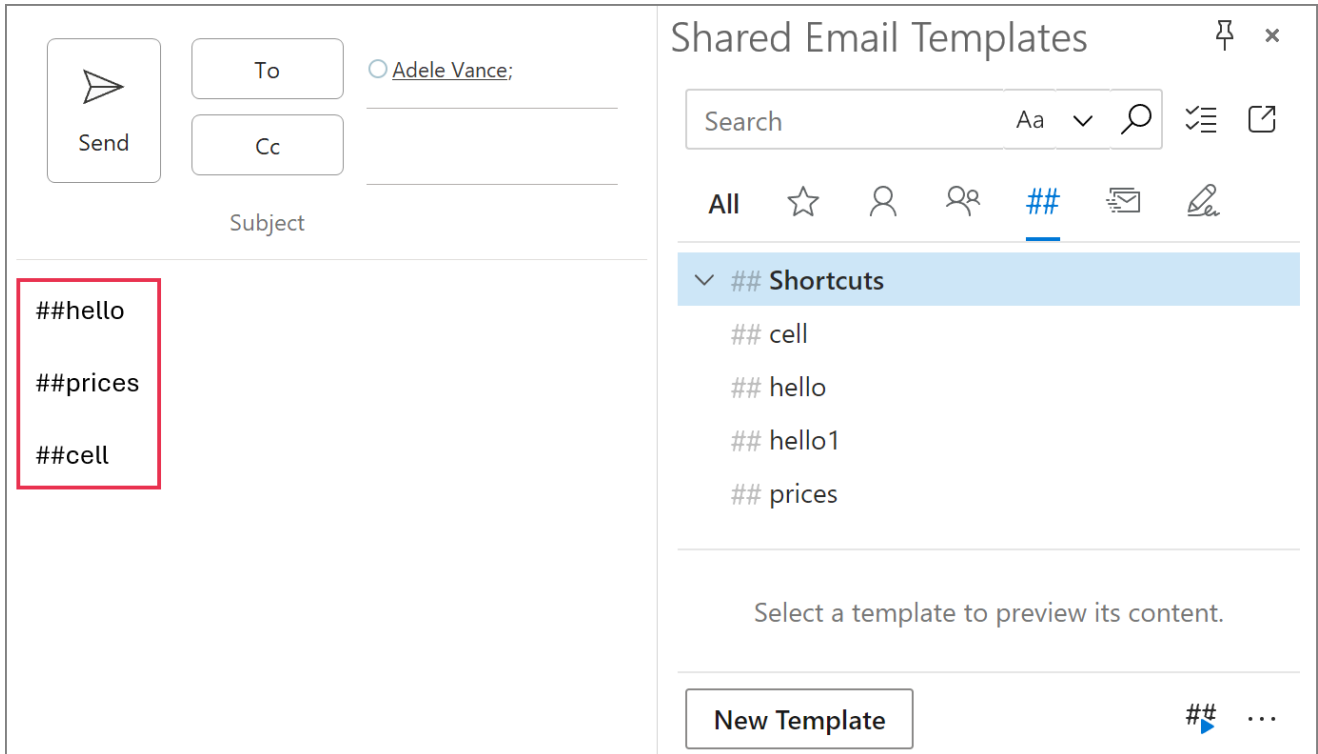
To see all the available shortcuts, go to the **Shortcuts** tab.



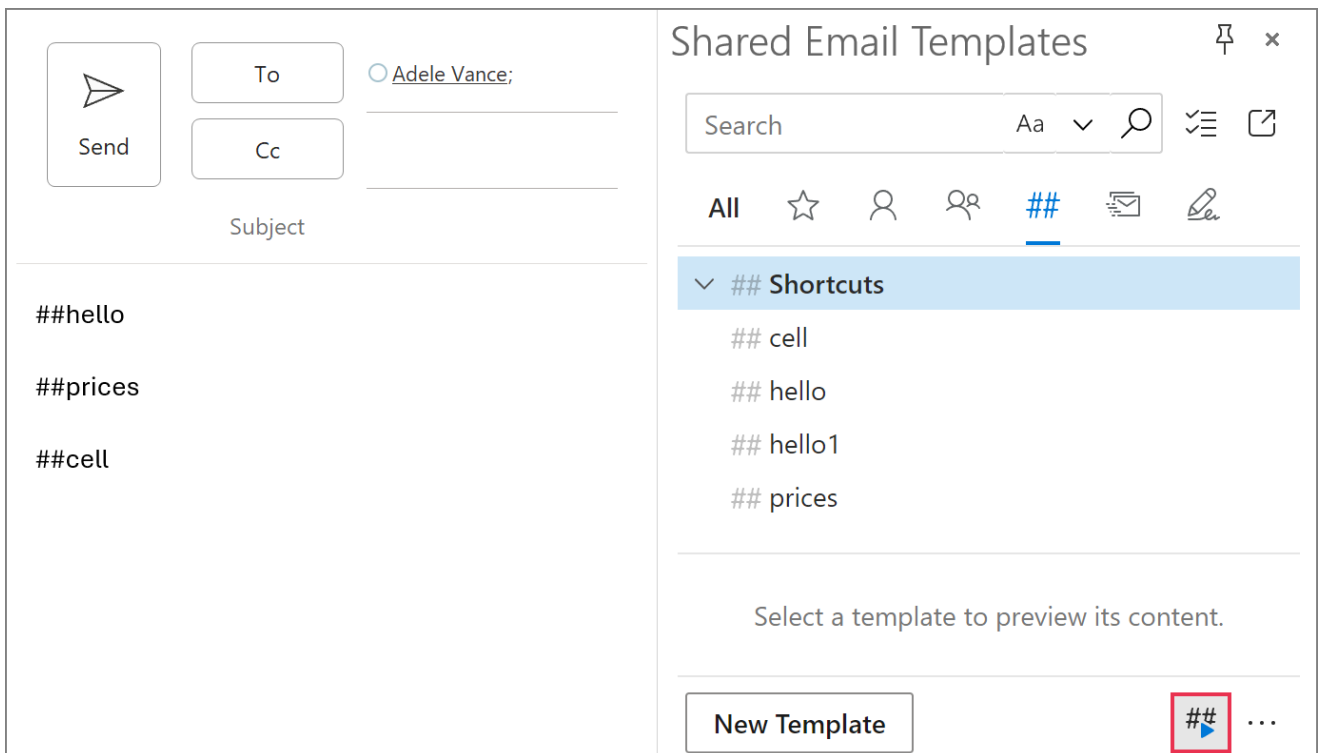
If there are same name shortcuts there, they will be shown in red.

Use shortcuts as building blocks for email messages

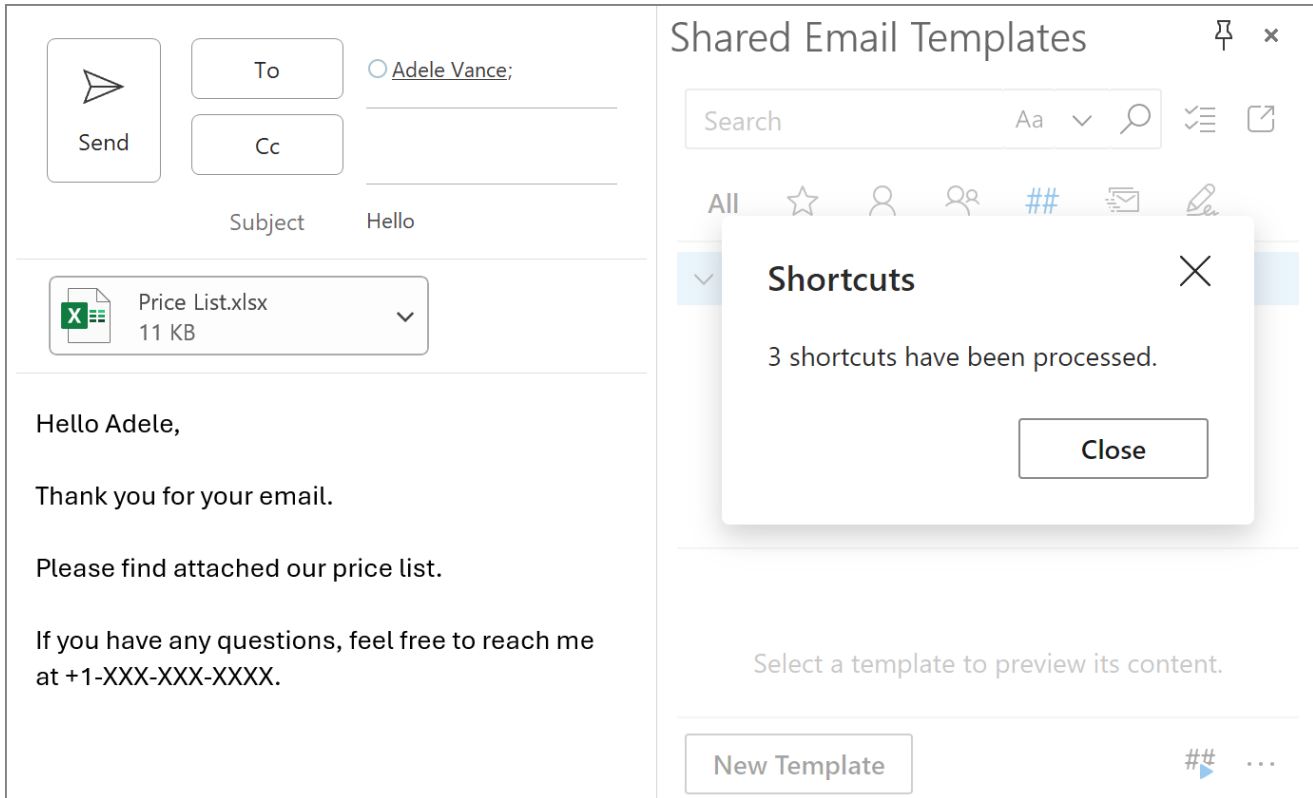
1 In your Outlook, enter the names of shortcuts into the message body. Don't forget to use hash signs.



2 On the Shared Email Templates pane, select the **Handle shortcuts** button.

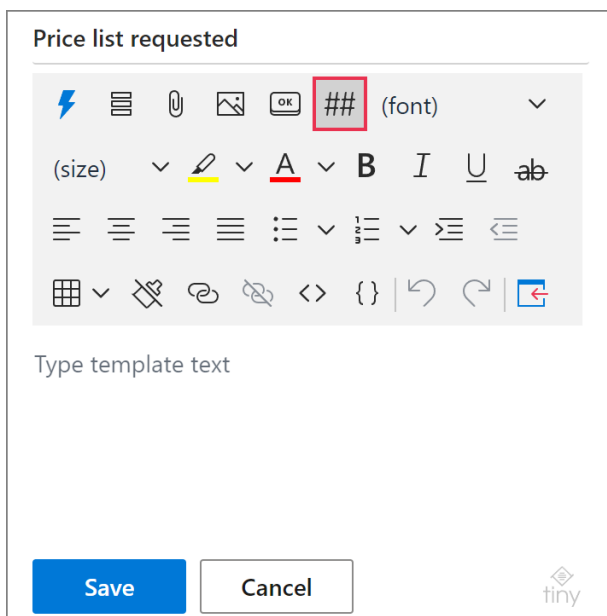


The processed shortcuts will be replaced with the corresponding templates. If you have same name shortcuts, the template associated with the shortcut that is listed first on the **Shortcuts** tab will be inserted.

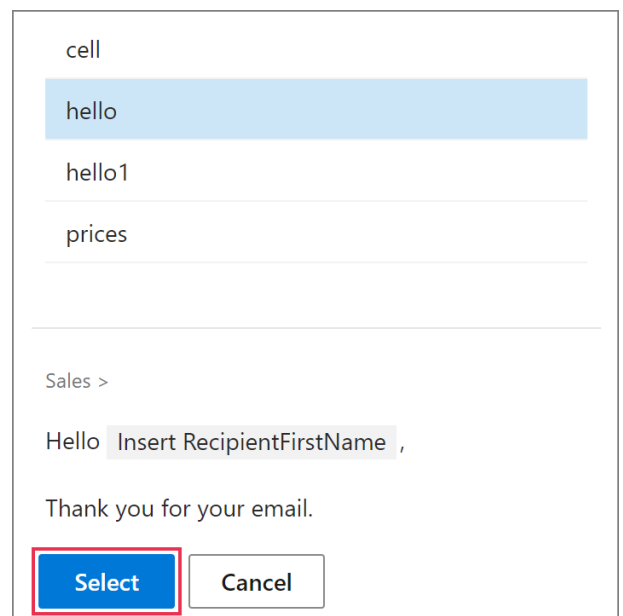


Use shortcuts as building blocks for templates

- 1 On the template editor toolbar, click the **Insert shortcut** button.

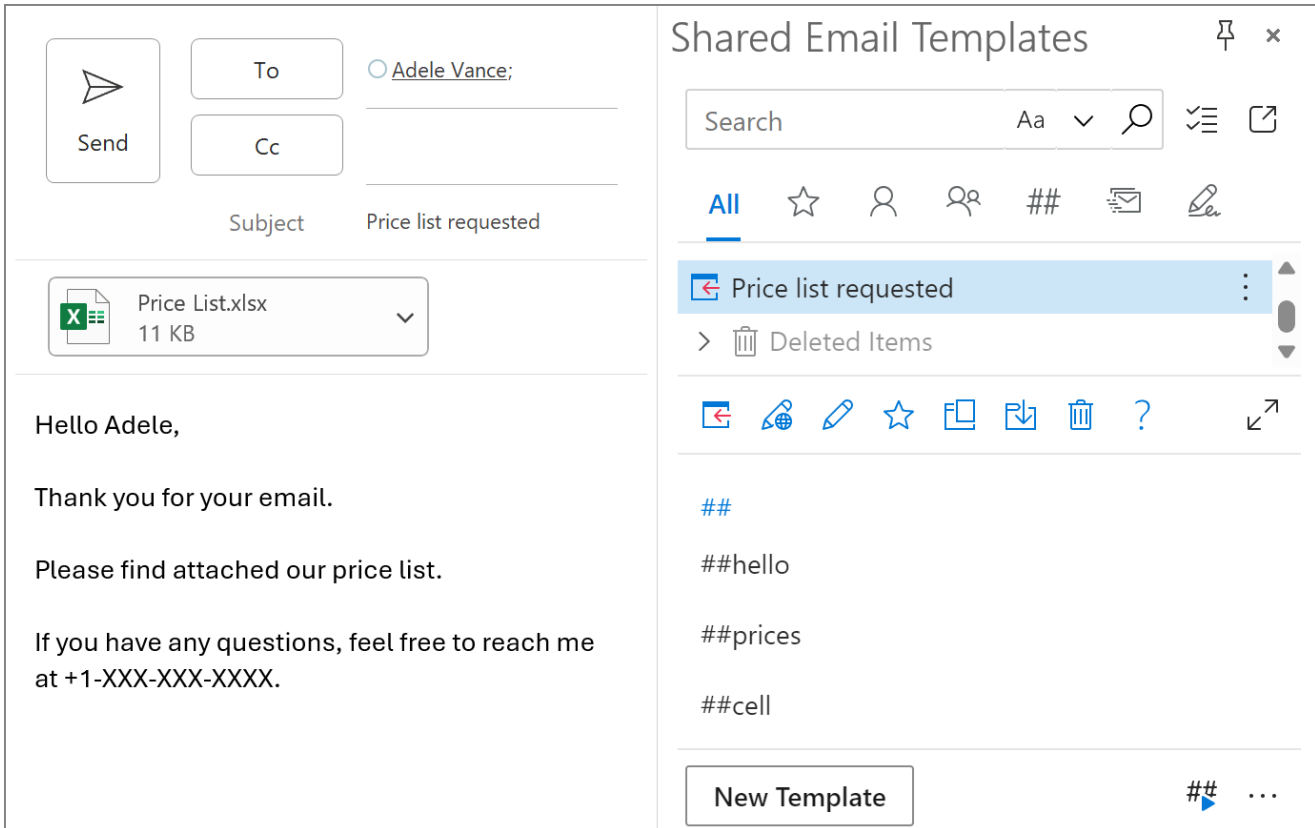


- 2 From the list of available shortcuts, select the one you want to use.



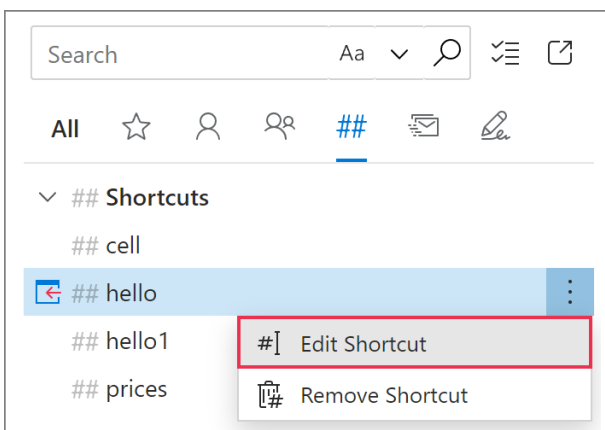
3 Repeat the above steps to enter all the shortcuts you need. When your template is ready, click **Save**.

When you insert such a template into an email message, the shortcuts will be replaced with the templates that those shortcuts were created for. If you have same name shortcuts, the template associated with the shortcut that is listed first on the **Shortcuts** tab will be inserted.

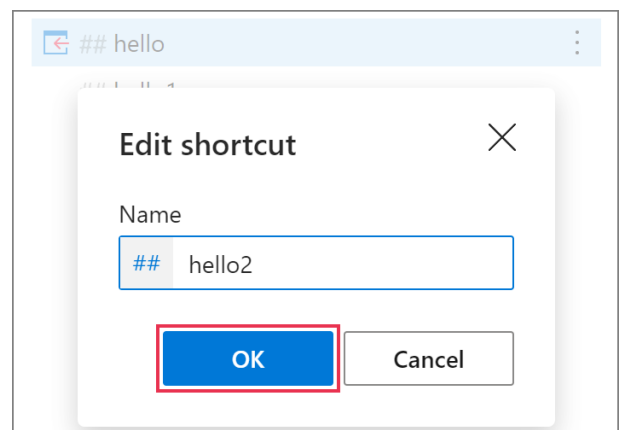


Edit a shortcut

1 On the **Shortcuts** tab, right-click a shortcut, and then select **Edit Shortcut**.

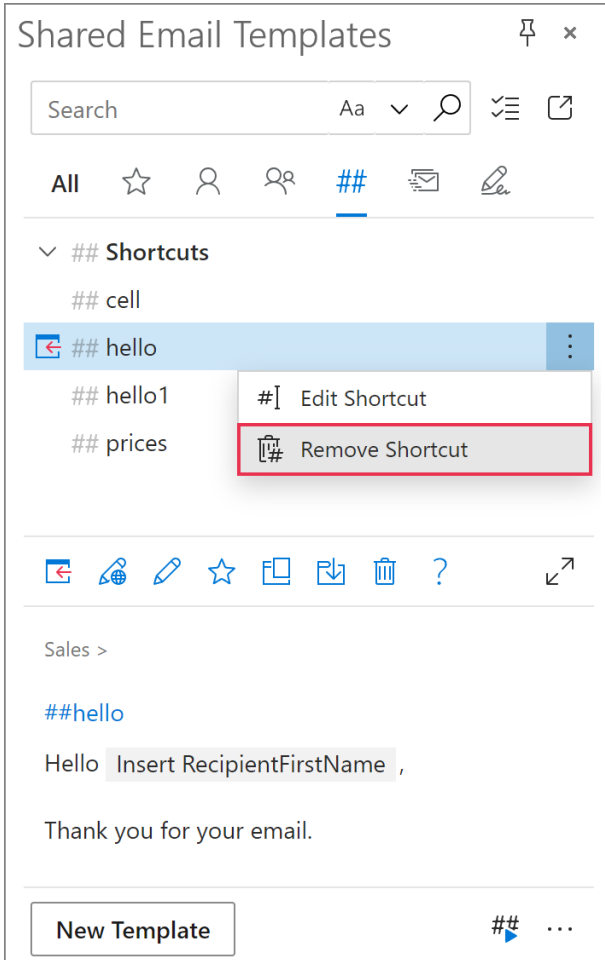


2 Enter a new name for the shortcut and click **OK**.



Remove a shortcut

On the **Shortcuts** tab, right-click a shortcut that you don't need anymore, and then select **Remove Shortcut**.



Learn more

- How to create and use shortcuts
ablebits.com/docs/outlook-shared-templates-snippets
- Use template shortcuts in profile and team properties
ablebits.com/docs/properties-shortcuts-shared-email-templates



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