How to Create an Email Template

Write your message template, include a subject line and body, but no recipient. I like to add one extra space at the end of the body.

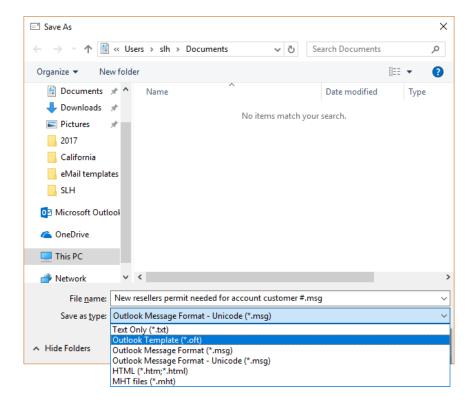
I like to make the fields to customize is red so that I can't overlook them.

Do not put in a signature line.

تے۔ Send	Cc Subject	New resellers permit needed for account [customer #]
your n update	ew reseller: your accou	ou that the resellers permit we have on file for [customer name] will be expiring on [date]. Please reply to this email with a copy of s permit, fax it to 206-633-6307, mail to the address below, or bring it with you on your next trip to Fisheries Supply so that I can unt.
Thank	you	

Go to File > Save As

Under the "Save as type" drop-down, select "Outlook Template (*.oft)"



Selecting the template format will automatically redirect you to Outlook's "Templates" folder, so *after* you've selected the format, select the folder you want to save to.

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Organize 🔻 New folder		• = = = • = =	• ?
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File name: tax expReseller.oft			~
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∧ Hide Folders	Tools 🔻	Save	Cancel .:

Change the file name to something you can remember and save.

To **use** the template, I use file explorer to go to the folder where I saved it, then double-click on the template.

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$\leftrightarrow \rightarrow \star \uparrow$ s	cfs > Users > SLH > eMail templates	✓ [™] Searce	ch eMail templates	۶
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📰 Pictures 🛛 🖈	🖂 tax expCorpNonres.oft	6/30/2017 9:35 AM	Outlook Item Tem	30 K
2017	🖂 tax expFish.oft	5/2/2017 10:47 AM	Outlook Item Tem	30 K
California	🖂 tax expFish_Alaska.oft	6/30/2017 9:20 AM	Outlook Item Tem	31 K
eMail templates	🖂 tax expReseller.oft	11/30/2016 8:55 AM	Outlook Item Tem	29 K
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JEIT	🖂 tax freightforward.oft	5/3/2017 4:00 PM	Outlook Item Tem	32 K
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💻 This PC 🗸 🗸	🖂 tax nonres_person.oft	6/30/2017 9:48 AM	Outlook Item Tem	31 K
12 items 1 item selected	28.5 KB State: 🔕 Online			

When you open a template, it will automatically add your signature line to the end. This is why you want to make sure you delete the signature line before you save a template, or you'll end up with two of them.

ت = " Send	To Cc	
	Subject New resellers permit needed for account [customer #]	
your ne	to inform you that the resellers permit we have on file for [customer name] will be expiring on [date]. Please reply to this email with a copy of ew resellers permit, fax it to 206-633-6307, mail to the address below, or bring it with you on your next trip to Fisheries Supply so that I can e your account. you	
Account Fisheri 1900 N Seattle, P (206)	ra Hennick Is Receivable Ies Supply Company Northlake Way #10 WA 98103)634-4625)633-6307	

Enter your recipient and replace any custom fields with the relevant accountant information, and send.