

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.

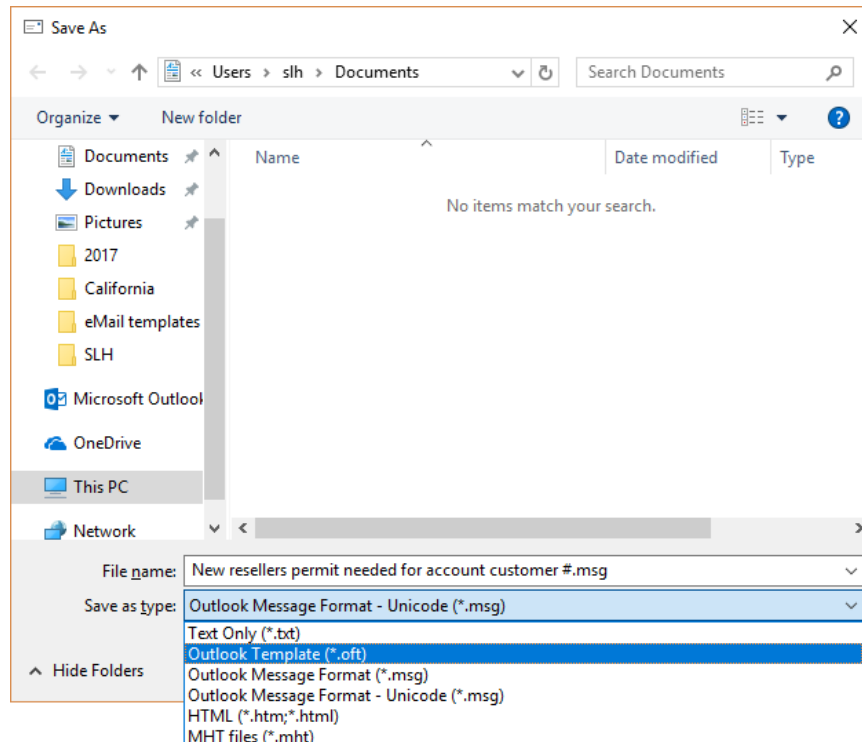
To...
Cc...
Send
Subject: New resellers permit needed for account [customer #]

This is 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 your new 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 update your account.

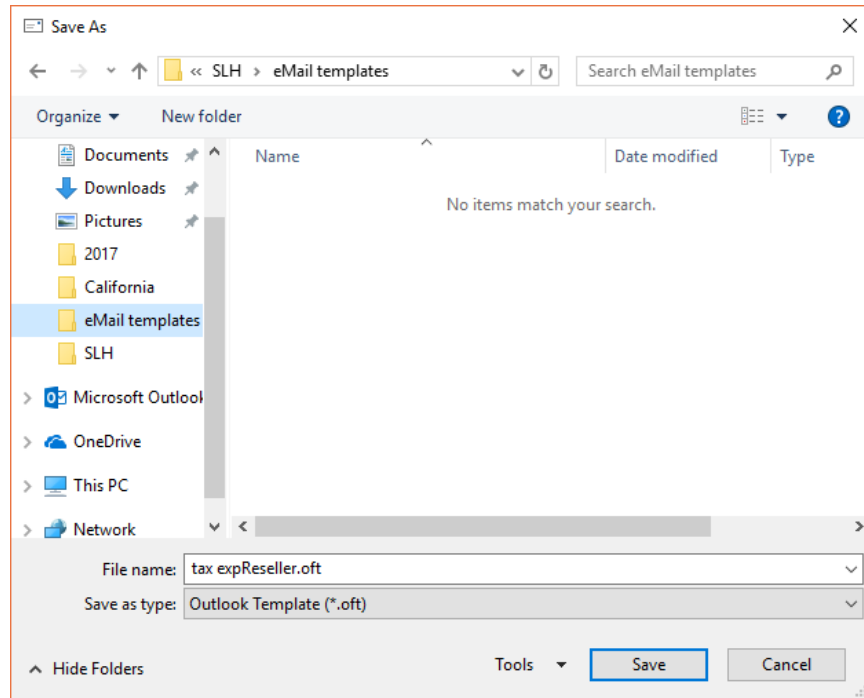
Thank you
|

Go to File > Save As

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

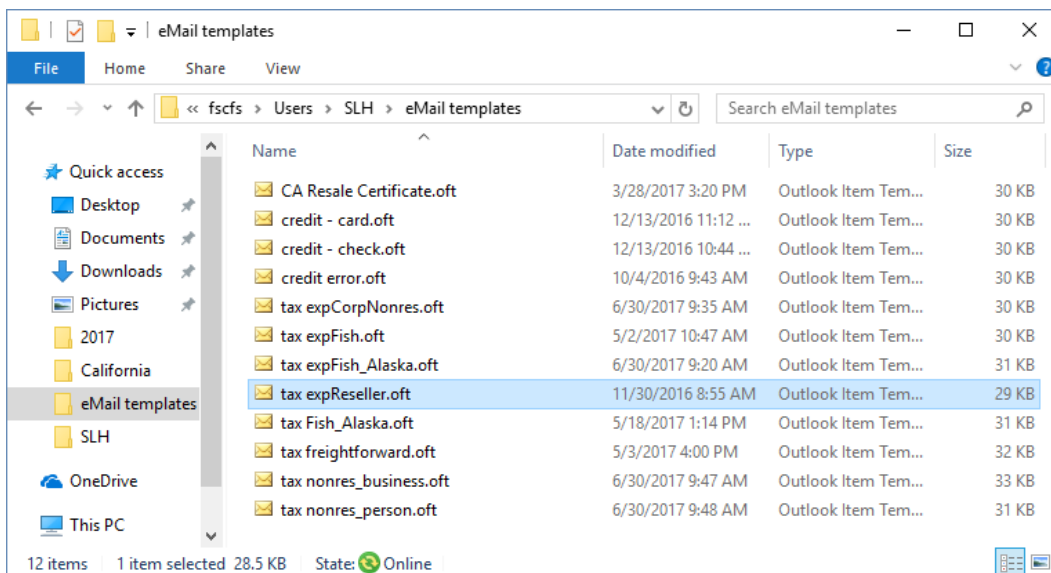


Selecting the template format will automatically redirect you to Outlook's "Templates" folder, so *after* you've selected the format, select the folder you want to save to.



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.



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.

Send	To...	
	Cc...	
	Subject	New resellers permit needed for account [customer #]

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Thank you

Sandra Hennick
Accounts Receivable
Fisheries Supply Company
1900 N Northlake Way #10
Seattle, WA 98103
P (206)634-4625
F (206)633-6307

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