

Create an Outlook Email Template

This tutorial will show you how to Create an Email Template in Outlook.

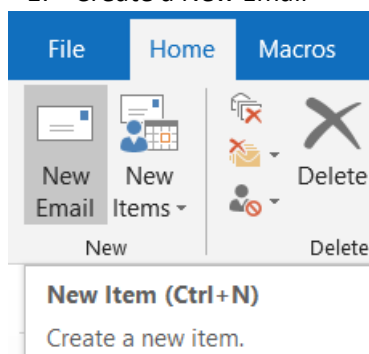
Outlook

Open Outlook



Outlook

1. Create a New Email



2. Draft an email: Populate the Subject Line, Email Body, Add Attachments, and include Recipients.
Delete your email signature. It will pull in automatically when you open the email template.


Send

From ▼ leveragelean@outlook.com

To...

Cc... [Brent Schneider \(brentschneider@leveragelean.com\)](mailto:brentschneider@leveragelean.com)

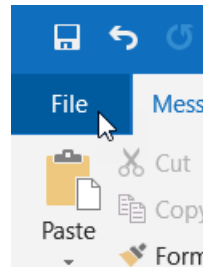
Subject Create an Outlook Email Template

Attached  PDF>Create Outlook Email Template.pdf
124 KB

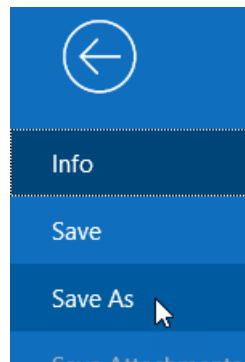
Hello,

Here is how you Create an Outlook Email Template. (Follow the instructions in the attached PDF)

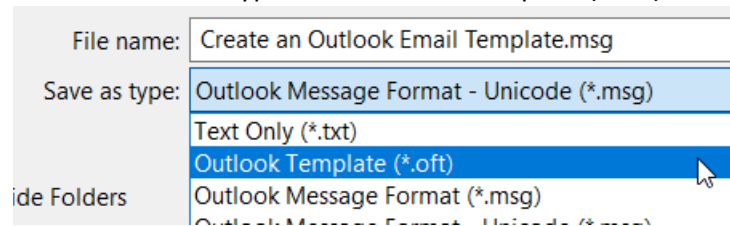
3. Click File



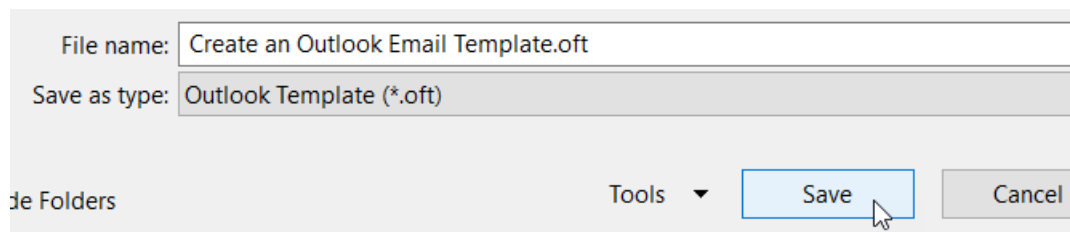
4. Click Save As



5. Under File Type select Outlook Template (*.oft)



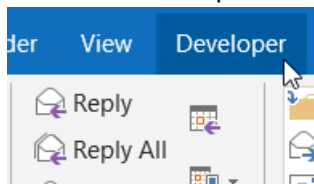
6. Click Save



7. Close the email. (Don't save to drafts)

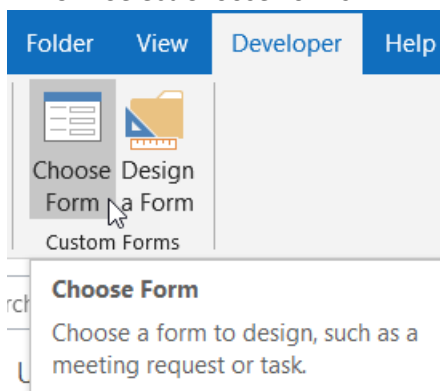


8. Click the Developer Tab

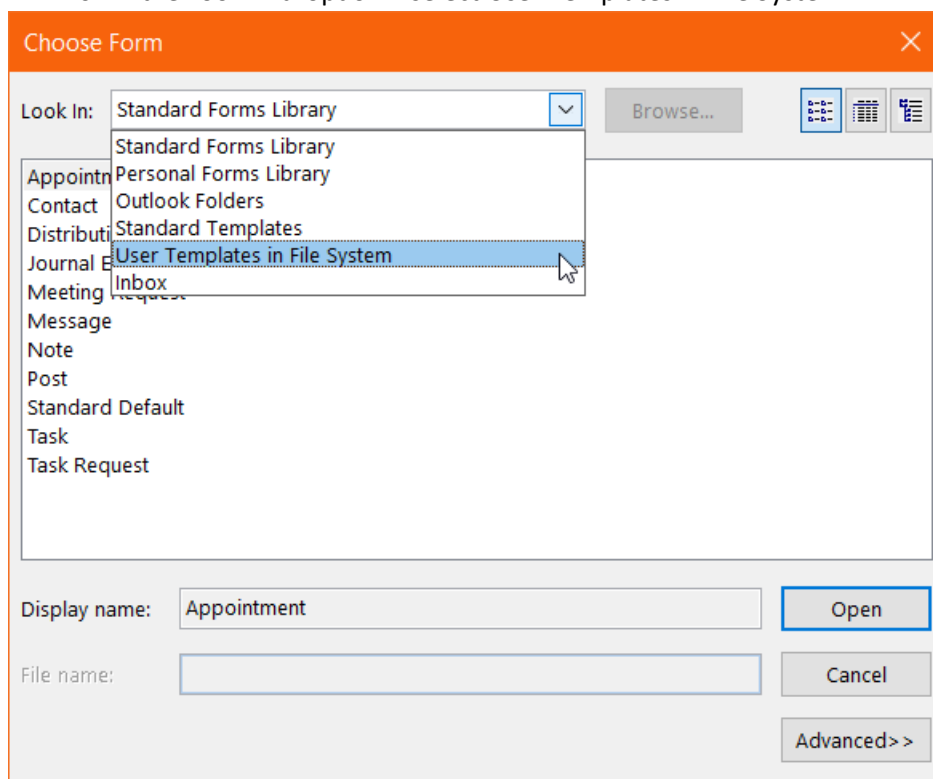


If you do not see the Developer Tab activate it with the instructions on this [page](#)

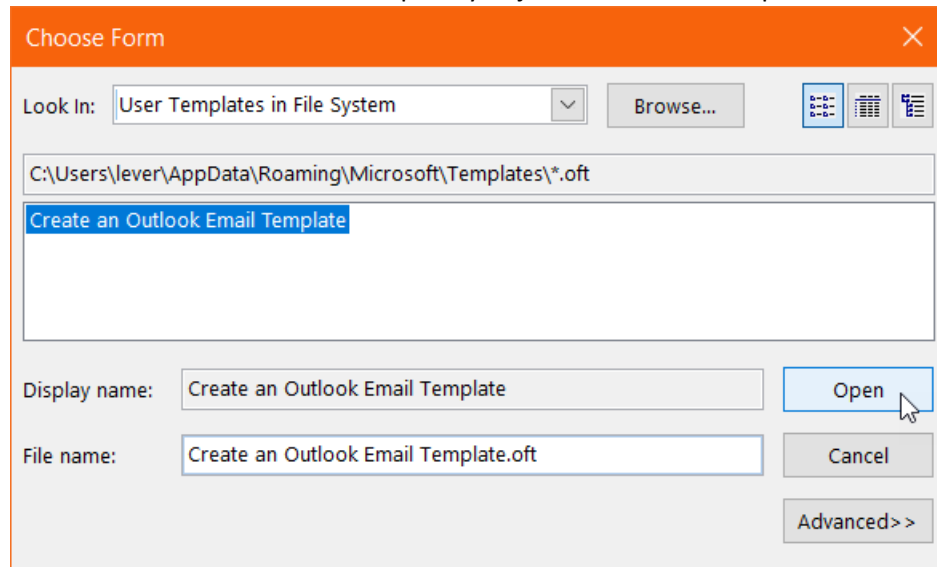
9. Select Choose Forms





10. In the Look In dropdown select User Templates in File System



11. Select the Email Template you just created. Click Open



12. Your newly created email template will display.

 Send	From	brentschneider@leveragelean.com
	To	
	Cc	Brent Schneider (brentschneider@leveragelean.com)
	Subject	Create an Outlook Email Template
	Attached	 PDF-Create Outlook Email Template.pdf 130 KB

Hello,

Here is how you Create an Outlook Email Template. (Follow the instructions in the attached PDF)

Stay Awesome,
Brent Schneider
brentschneider@leveragelean.com



Leverage & Lean LLC

13. Make your updates and click Send

