

Create Outlook Smartphrase

This tutorial will show you how to Create a Smartphrase in Outlook.

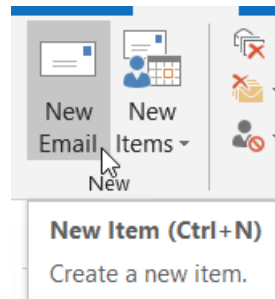
Outlook

Open Outlook

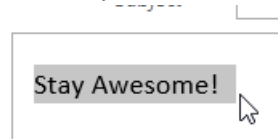


Outlook

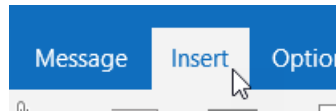
1. Click New Email



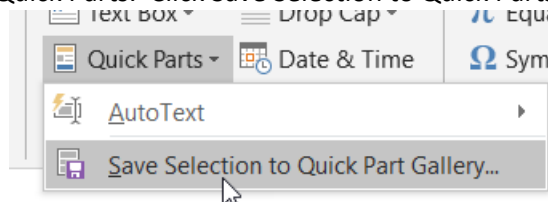
2. Type and Highlight the text you want to become a Smartphrase



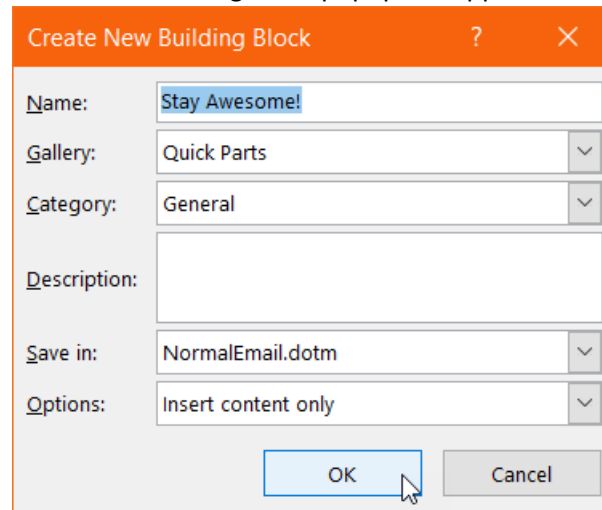
3. Click the Insert Tab



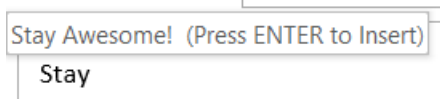
4. Select Quick Parts. Click Save Selection to Quick Parts Gallery



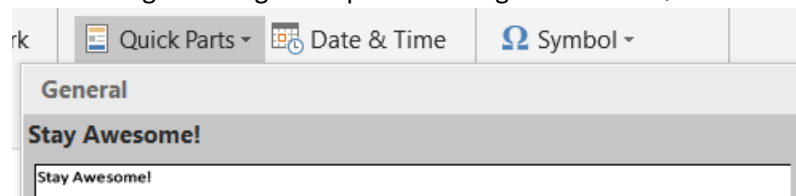
5. A Create New Building Block popup will appear. Click Ok



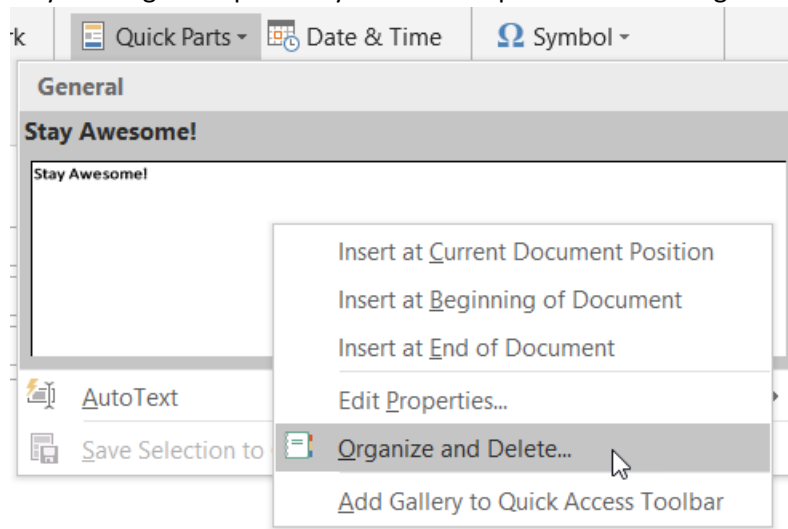
6. In the Email Body begin typing the Smartphrase you created. You will notice a box displaying the text and a suggestion to press ENTER to finish typing it.



7. To manage existing Smartphrases navigate back to Quick Parts



8. Right Click any existing Smartphrases you want to update and click Organize and Delete



9. A Building Blocks Organizer popup will appear.
(Use the Edit Properties, Delete, or Insert buttons to make any necessary updates)

