

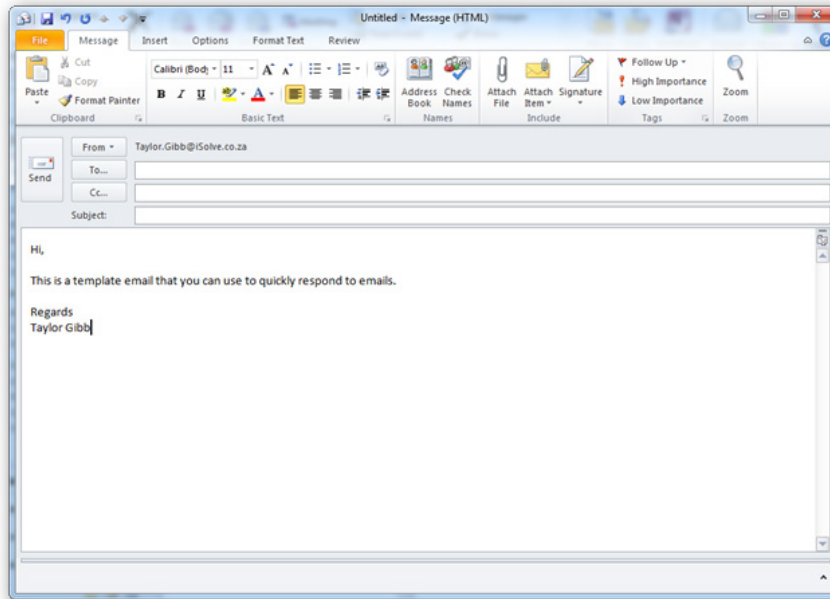
Create and use the Template in Outlook 2010

In the following article, we will show you some basic steps to create and use Template in Microsoft Outlook 2010. In order to get started, create any 1 email ...

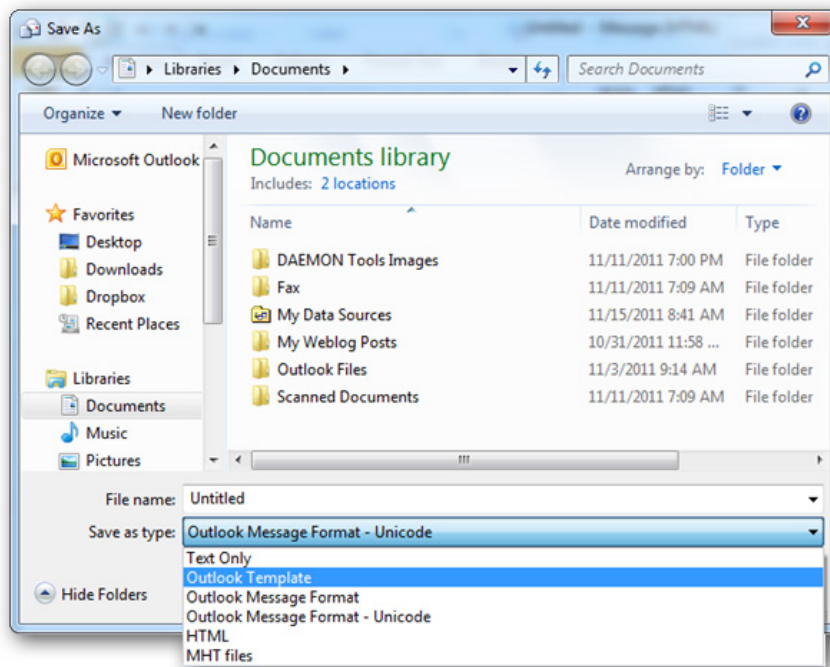
TipsMake.com - In the following article, we will show you some basic steps to create and use Template in Microsoft Outlook 2010 application. To start, please create 1 new email :



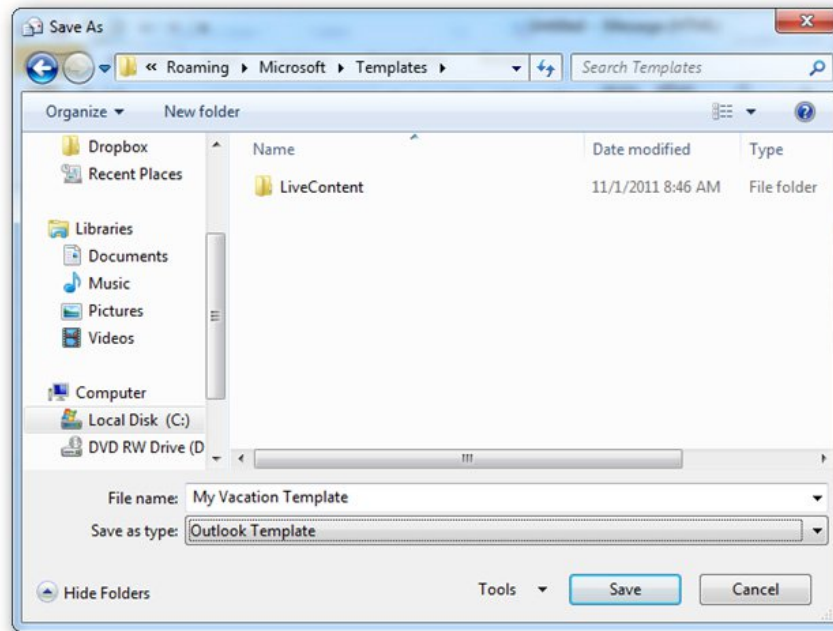
And draft as usual:



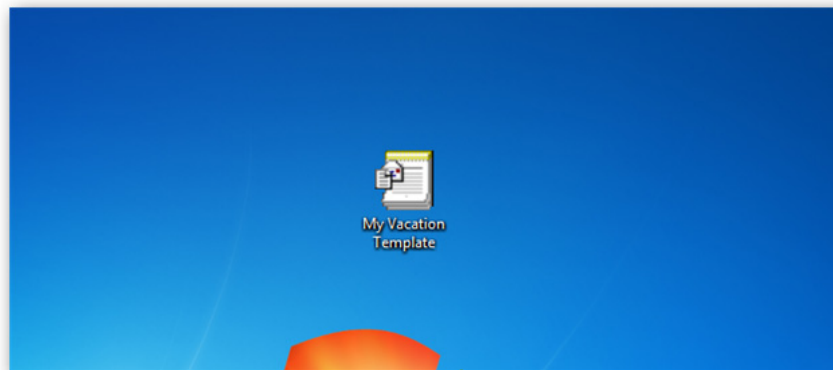
Then, instead of sending it, click **File> Save As** menu, and select **Outlook Template** again at **Save as Type**:



Name the **template** and click the **Save** button:



And from the next use, we just need to directly open this * .oft file from the **Explorer** window and change the information in it later accordingly:



Good luck!

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