

How to create and use email templates in Outlook

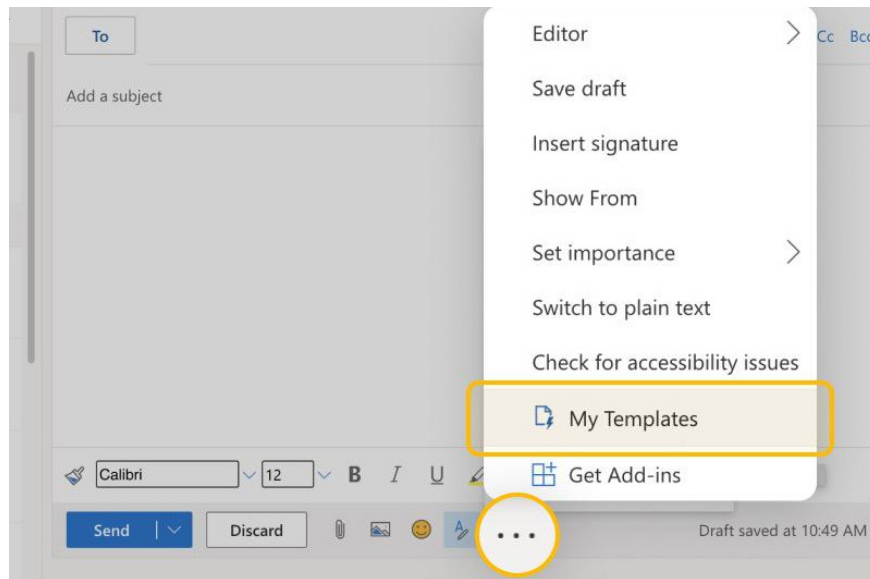
Outlook email templates are pre-made email drafts that you can create and save in any version of Outlook.

Outlook allows users to create their own email templates, instead of using the built-in templates. Outlook email templates are pre-made email drafts that you can create and save in any version of Outlook, except for the mobile version. Below are instructions on how to download and use email templates in Outlook.

How to create templates in Outlook web

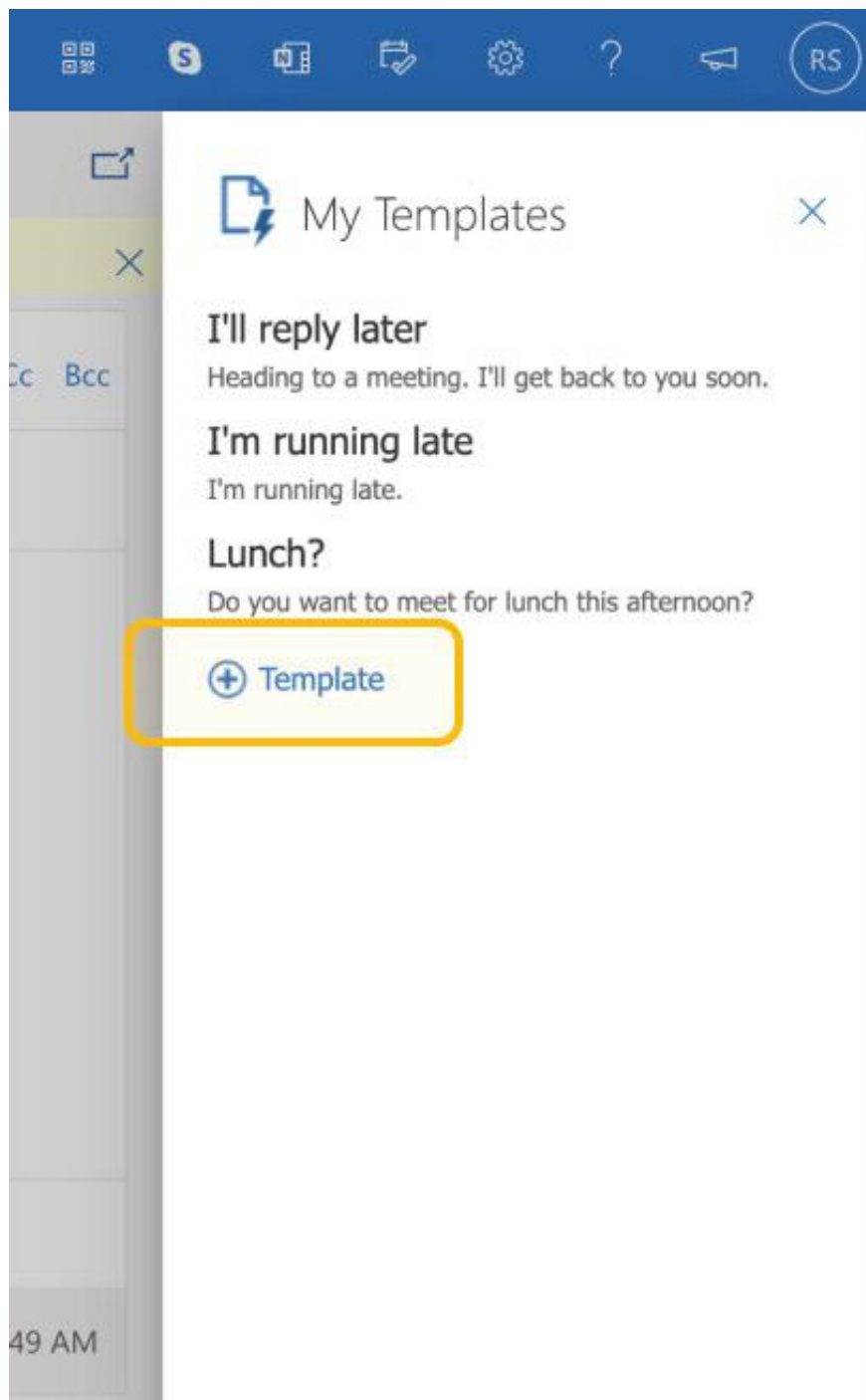
Step 1:

We access Outlook on the web and then log in to our account. Next, we click on **New Message** in the upper right corner. A new interface will appear; click on **the three-dot icon** and then select **My Templates** from the list displayed.



Step 2:

On the right side of the My Templates interface, **click on Template** to use it. A screen will then appear **where you can enter the content** and subject line for your email template, then **click Save** to save the template.



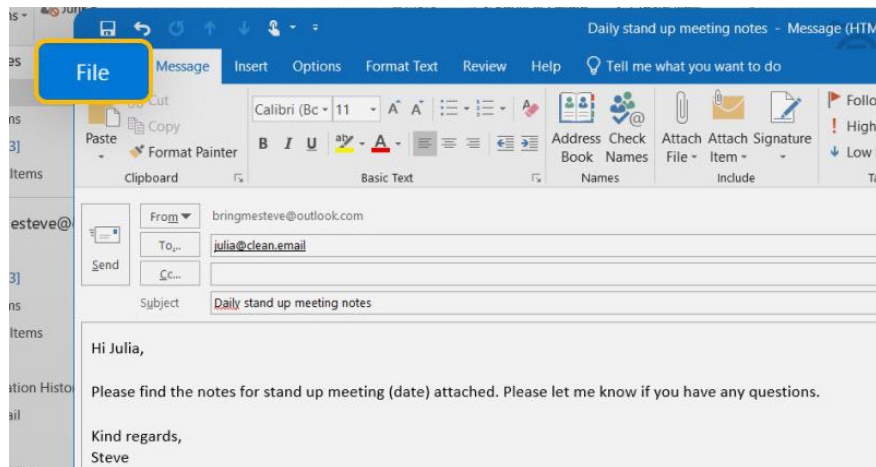
Step 3:

To use the email template you've created, click on **My Templates** again and you'll see the template you've created ready to use.

How to create templates in Outlook on a computer

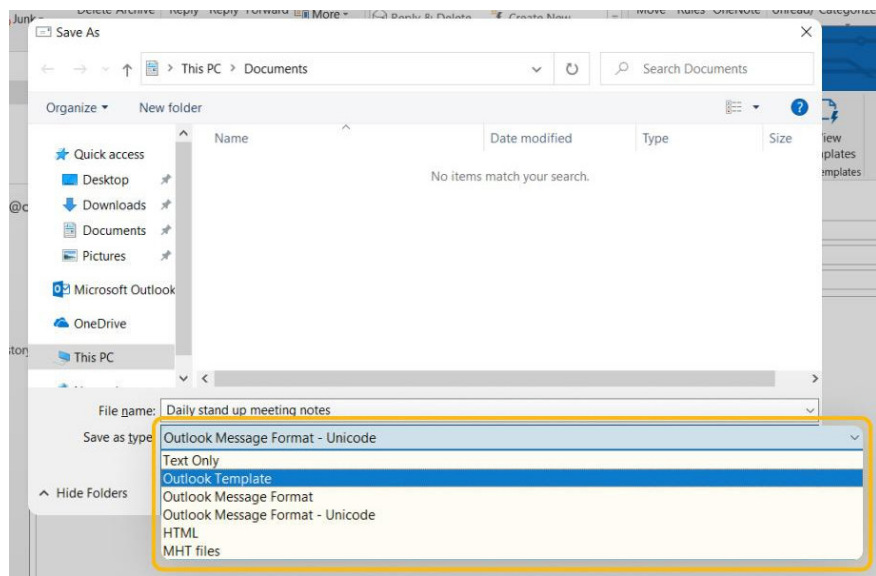
Step 1:

Click on **New E-mail** and then **enter the format and content** for your email template. After that, click on **File** in the upper left corner.



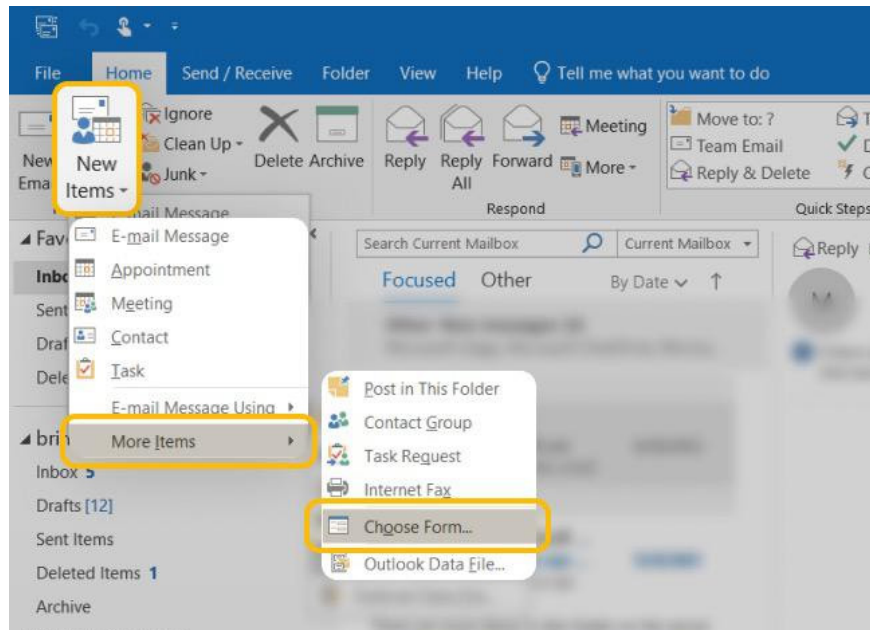
Step 2:

A new option will appear; **click Save As**, then select **Outlook Template** to save it as an Outlook email template. Enter a name for the email and click Save to save it.



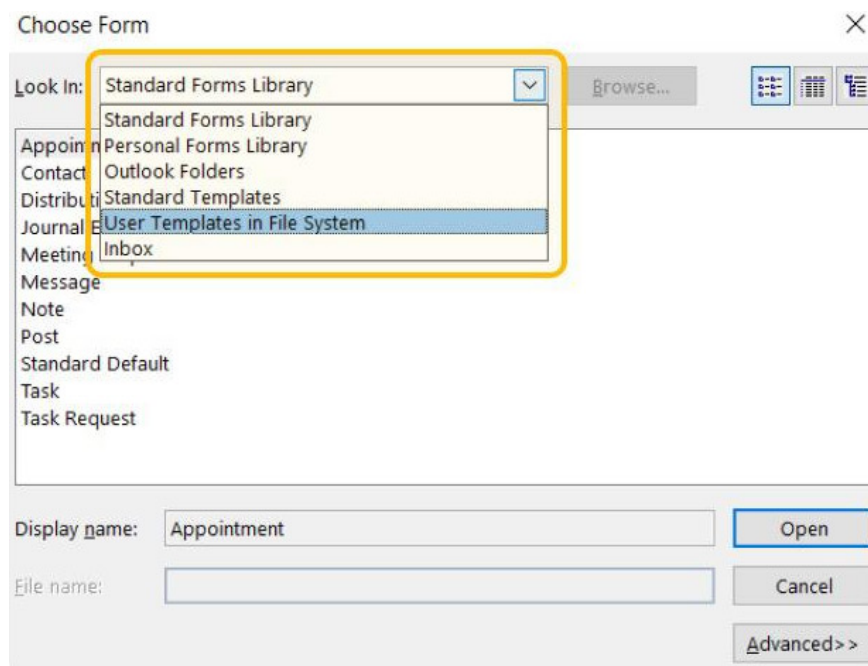
Step 3:

To use the created email template, users click on **New Items > More Items > Choose Form**.



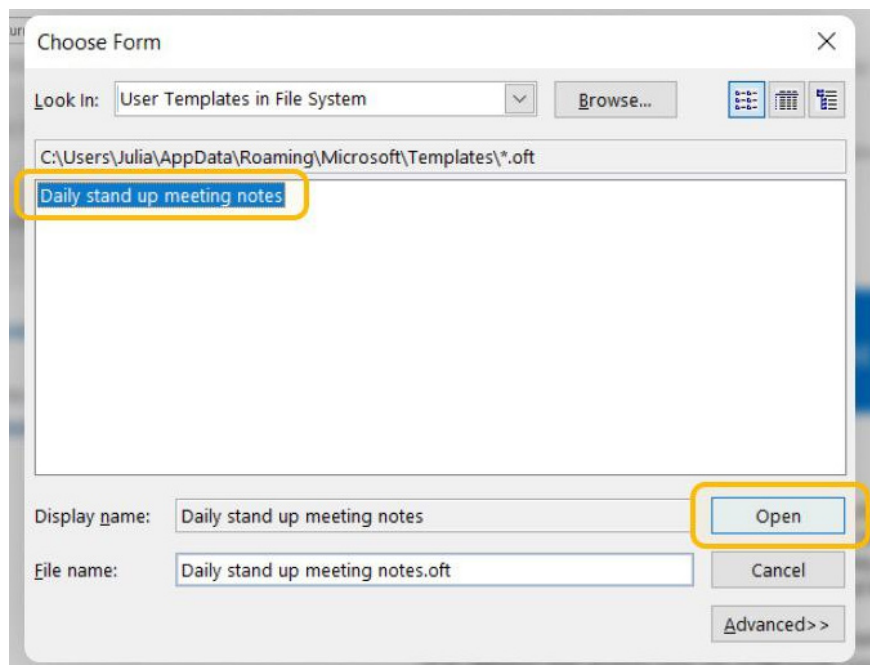
Step 4:

In the new Look in interface, click **the dropdown triangle icon** and then select **User Templates in File System**.



Step 5:

The result will show you the email template you created earlier. Click on the template to use it in Outlook.



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