

How to insert emoticons (smileys) in Outlook email

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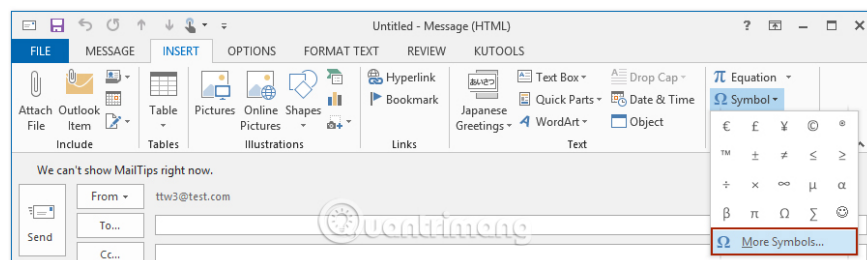
How to insert emoticons (smileys) in Outlook email

1. Insert smileys in Outlook email with Symbol
2. Insert smileys in Outlook email by typing specific text / numbers
3. Save smileys to AutoText Outlook for easy use when you need one click

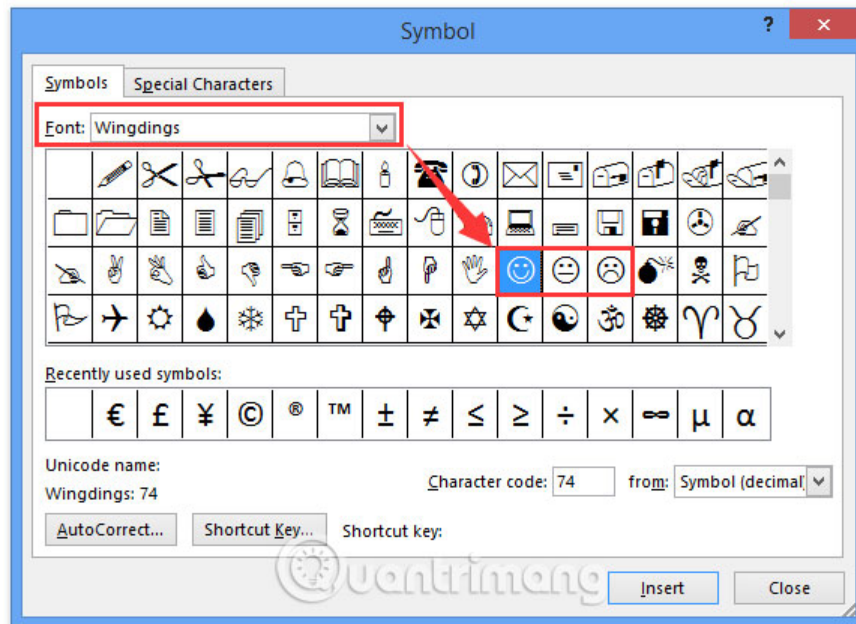
Insert smileys in Outlook email with Symbol

To perform the insertion of emoticons in Outlook email with Symbol, follow these steps:

Step 1 . In the email editor window, go to the **Insert** tab, then click **Symbol> More Symbols** .



Step 2 . In the **Symbol** dialog box, click the **Symbols** tab, then select **Wingdings** in the **Font** drop-down list, select the smiley you need. Finally, click the **Insert** button to insert the selected smiley into the email where your cursor is placed.



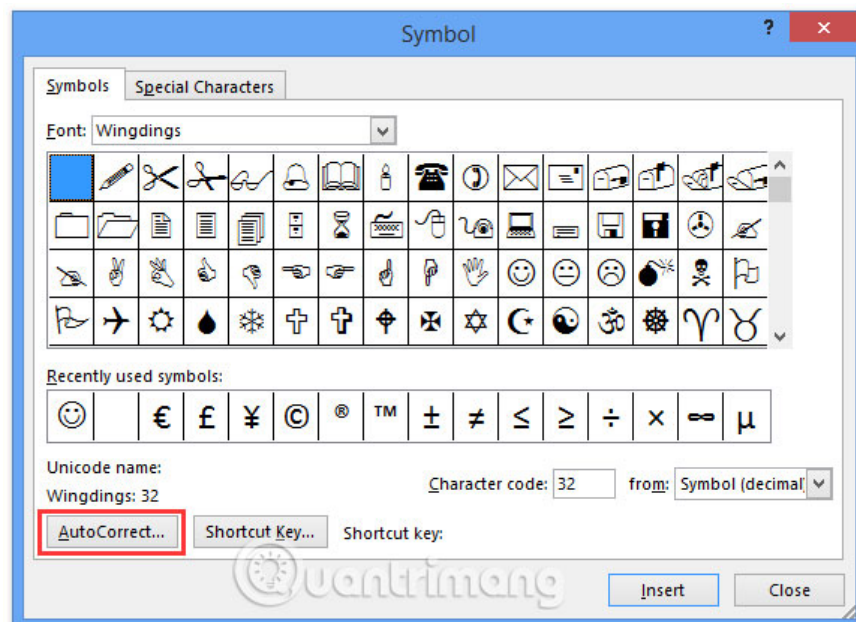
Step 3 . When finished inserting the smiley icon, click the **Close** button to close the **Symbol** dialog box.

Insert smileys in Outlook email by typing specific text / numbers

In addition to the above method, you can insert a smiley icon into Outlook email by typing a specific number after configuring that number as a smiley icon. Follow the steps below:

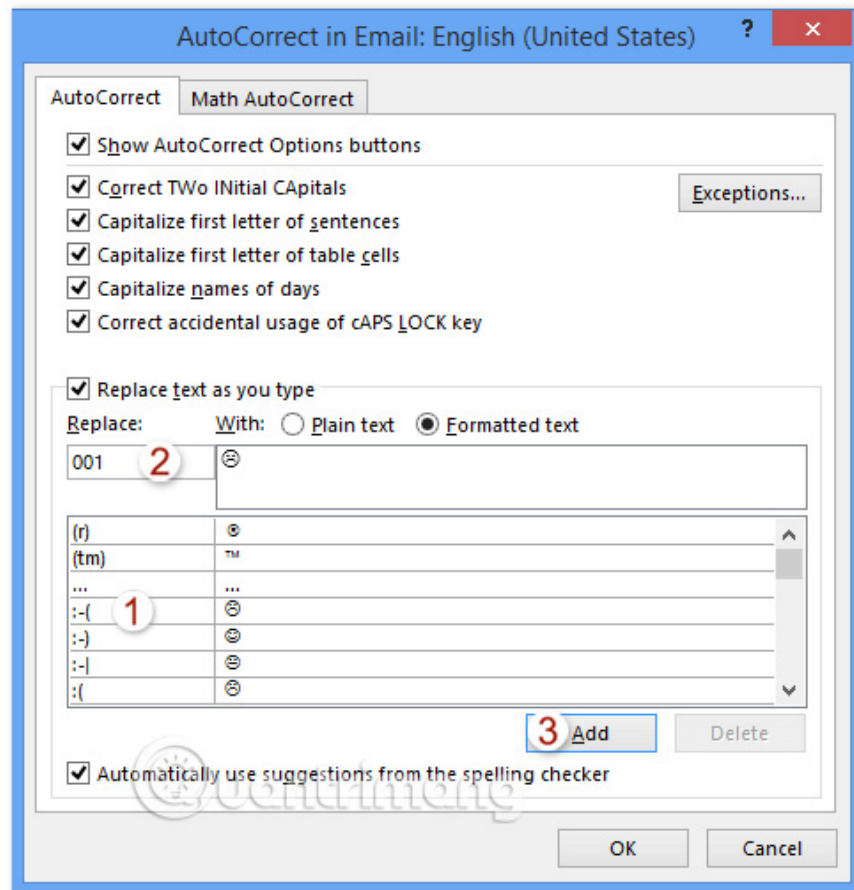
Step 1 . In the new **Message** window, click **Insert**> **Symbol**> **More Symbols** .

Step 2. In the **Symbol** dialog box, click the **AutoCorrect** button .



Step 3. In the **AutoCorrect** dialog box **in Email** and in the **AutoCorrect** tab, you need to:

1. Scroll down to select a smiley icon.
2. In the **Replace** text box, replace :-) with the text or number you want to assign to this specific smiley. In this example, they replace :-) with " **001** ".
3. Click the **Add** button.
4. Click the **OK** button.



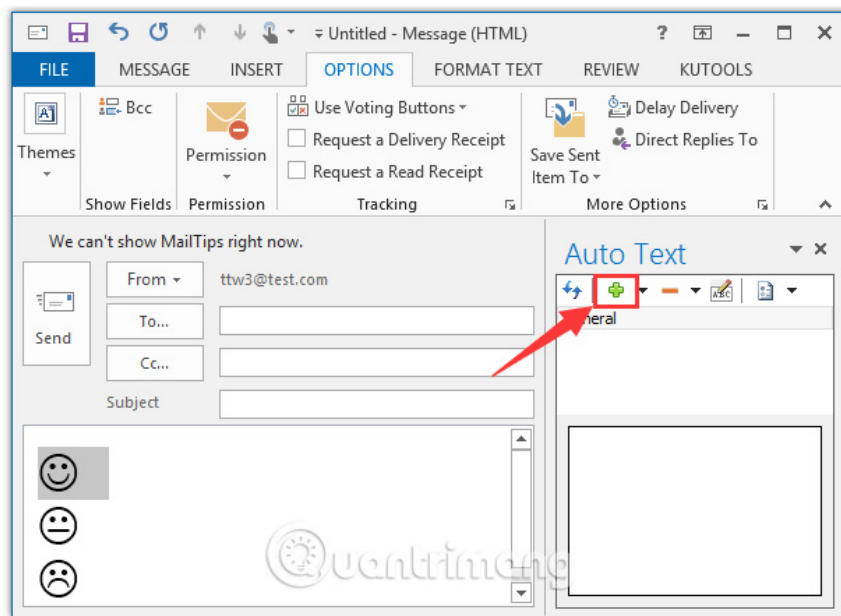
Step 4 . When returning to the **Symbol** dialog box, click the **Close** button. From now on, when entering the number " **001** " with the spacebar or **Enter** in the email, it will automatically switch to the corresponding smiley.



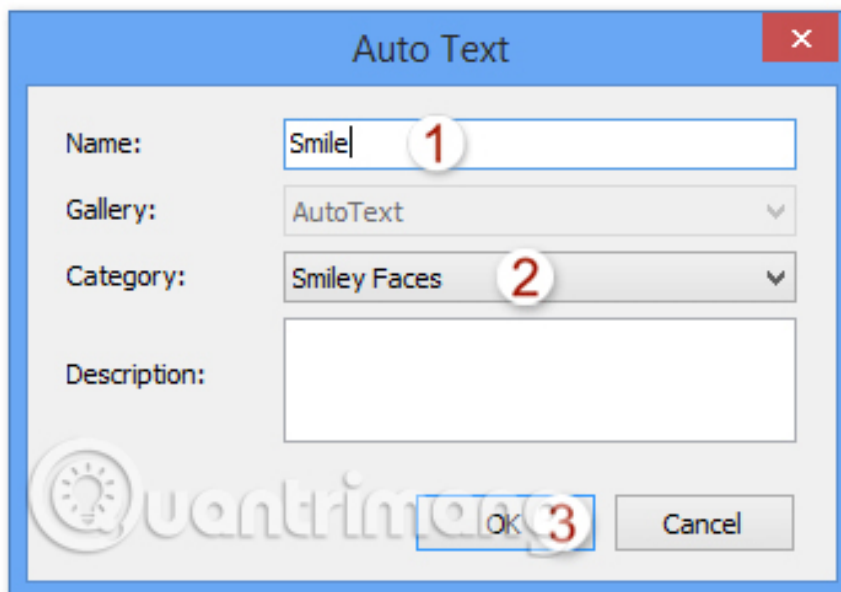
Save smileys to AutoText Outlook for easy use when you need one click

If you have assigned multiple numbers to emoticons with the above method, you can forget which number is assigned to which symbols. Therefore, you need a tool to help save these icons. You can use Kutools for Excel's AutoText utility to display and list all the emoticons in the table and use them whenever you want.

Step 1 . In the **Message** window, select the smiley and click the plus icon button in the **Auto Text** pane.



Step 2 . In the Auto Text dialog box that opens, enter a name for the smiley, specify a category and click the **OK** button.



Step 3 . You should now see the selected smiley icon added to the **Auto Text** box.

Auto Text



General

Smiley Faces

Smile



Calm



Sad



Just click on the **Insert** icon next to the smiley icon to add the current email at the same time.

I wish you all success!

See more:

1. Tips or troubleshooting connection problems on Outlook
2. Instructions on how to use Outlook 2013 for new people
3. Do you know the meaning of emoticon symbols that we often use?

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