

Steps to create stationery for any mail on email

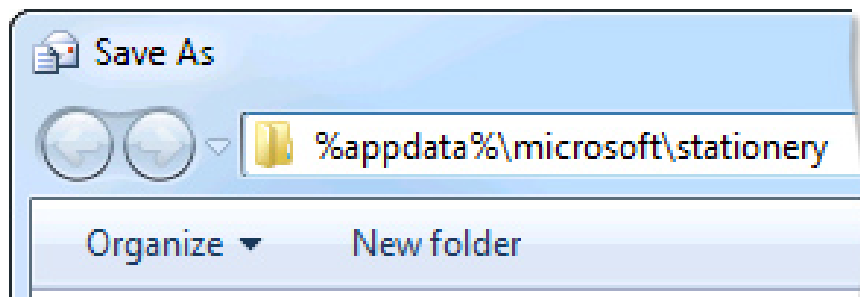
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In addition, you can design a customized Stationery at your own discretion.

To create Stationery for any mail on Email, follow the steps below:

1. Create a new mail.
2. Customize your mail by using the font, bullet, background color, horizontal lines, images and other design elements you want.
3. On the message window, click the **File** tab .
4. Click **Save As** .
5. In the address bar of the Save As dialog window, enter **% appdata% microsoftstationery** there and press **Enter** to open the Stationery folder.



6. In the File name box, enter a name for the new Stationery.
7. On the **Save as type list**, click **HTML** .
8. Click **Save**.

Note:

Applies only on Outlook 2013 and Outlook 2016.

Refer to some of the following articles:

1. How to receive Gmail notifications on Desktop screen?
1. Apply Stationery or Theme on Email messages
1. How to delete all emails of a specific sender on Gmail?

Good luck!

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