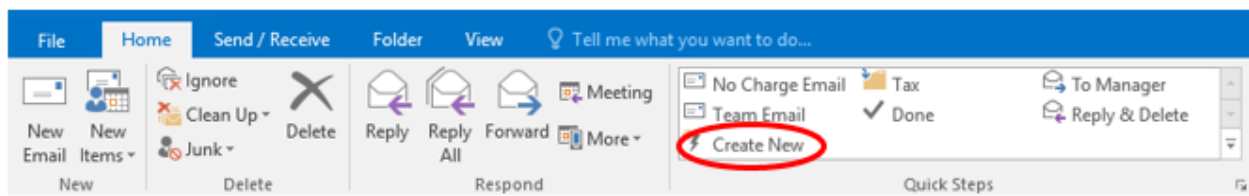


TECH TIP

OUTLOOK EMAIL TEMPLATE TRICK

Do you have an email that you send multiple times a week? Maybe your finance team has a standard email to send to your clients. Take 3 minutes to set this up and that email will only take 3 seconds to send in the future.

1. Go to your menu bar of Outlook and under the Quick Steps section, select the “Create New” option



2. Write the name of your email template in the “Name:” box eg. “Monthly Statement Attached”
3. Select the drop down arrow for the “Choose an Action” option and scroll until you see the “New Message” under the “Respond” heading
4. Click [Show Options](#)
5. Fill in the subject, text, add Cc or Bcc if required
6. Optional but suggested: add a shortcut key from the drop down menu eg. “CTRL” + “SHIFT” + “1”
7. Finish
8. Next time you need to send that email, instead of finding the template, or retyping it, just hit “CTRL” + “SHIFT” + “1” and send!