

Outlook Email Templates help you do your job faster!

Every month, you need your team to review operations reports before you send them out to business managers. You probably attach the draft documents to an e-mail message, and you've probably been creating these messages from scratch every month: typing the recipient names, composing the message, and adding the current month's report data. It's easy to make mistakes this way by omitting a recipient, creating an inconsistent message, or forgetting to attach data.

Microsoft Office Outlook 2003 offers a better way. You can create distribution lists and reusable e-mail messages to make repetitive communications quick and accurate.

Setting up a distribution list

A distribution list is a collection of [contacts](#). It provides an easy way to send messages to a defined group of people without typing individual e-mail addresses. You can easily add and delete names in a distribution list, send it to others, and print it.

Create a distribution list using names in the Address Book

1. In Outlook, on the **File** menu, point to **New**, and then click **Distribution List**.
2. On the **Members** tab, in the **Name** box, type a name for the list.

Note The recipients don't see the name you give the distribution list; they see the individual names in the **To** field of the message.

3. Click **Select Members**.
4. In the **Select Members** dialog box, click the drop-down arrow next to **Show names from the**, and select the address book that contains the e-mail addresses you want in your distribution list.
5. In the **Type name or select from list** box, type a name you want to include. In the list below, select the name, and then click **Members**. Do this for each person you want to add to the distribution list, and then click **OK**.
6. If you want to add a longer description of the distribution list, click the **Notes** tab, and then type the description.

The distribution list is saved in your **Contacts** folder by the name you give it.


Create a distribution list by copying names from an e-mail message

1. In the e-mail message you want to copy the names from, select the names in the [To or Cc box](#).
2. On the **Edit** menu, click **Copy**.
3. On the **File** menu, point to **New**, and then click **Distribution List**.

4. In the **Name** box, type a name for the distribution list.
5. Click **Select Members**.
6. Right-click **Add to distribution list**, and then click **Paste** on the [shortcut menu](#).

Add or delete a name in a distribution list

1. In your **Contacts** folder, open the distribution list.

Distribution lists are marked with .

2. Do one or more of the following:

§ To add an address from an address book or a contacts folder, click **Select Members**.

§ To add an address that is not in a contacts folder or an address book, click **Add New**.

§ To delete a name, click the name, and then click **Remove**.


Setting up an e-mail template

Use e-mail templates to send messages that include information that doesn't change from month to month. You can compose and save a message as a template, and then use that template every time you need it. Just add any new information before sending the template as an e-mail message.

Create an e-mail template

1. On the **Tools** menu, click **Options**, and then click the **Mail Format** tab.
2. Clear the **Use Microsoft Office Word 2003 to edit e-mail messages** check box.

3. Click **Apply**, and then click **OK**.
4. On the **File** menu, point to **New**, and then click **Mail Message**.

Note You can also start a new e-mail message by clicking the **New Mail Message** button  on the **Standard** toolbar.

5. When the new message opens, give it an appropriate subject and compose your content.
Leave space for variable information that will be added when you send the message.
6. On the **File** menu, click **Save As**.
7. In the **Save as type** list, click **Outlook Template**, and then click **Save**.
8. To restore Word as the message editor, click **Options** on the **Tools** menu, click the **Mail Format** tab, and then select the **Use Microsoft Office Word 2003 to edit e-mail messages** check box.
9. Click **Apply**, and then click **OK**.

Preparing the message

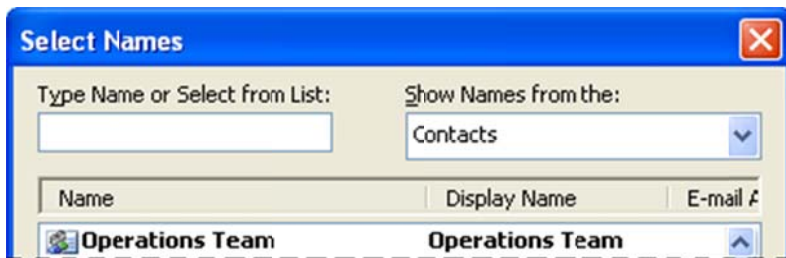
Now that you've set up the distribution list and created the message template, you're ready to prepare your month-end message to your team. The template you created already contains most of the information you need to send, so you only need to update it with current data before adding the distribution list on the To line and sending the message.

Compose your message

1. In the Inbox folder in Outlook, on the **Tools** menu, point to **Forms**, and then click **Choose Form**.
2. In the **Choose Form** dialog box, click the **Look in** drop-down arrow, and then click **User Templates in File System**.
3. Select your template, and then click **Open**.

Address your message using a distribution list

1. In the open message, click **To**.
2. In the **Select Names** dialog box, in the **Show names from the** drop-down list, click **Contacts**.



3. Select your distribution list, click **To**, and then click **OK**.

Now you are ready to send out your mailing!