

Create an email message template

Use email templates to send messages that include information that infrequently changes from message to message. Compose and save a message as a template, and then reuse it when you want it. New information can be added before the template is sent as an email message.

1. On the **Home** tab, in the **New** group, click **New E-mail**.

Keyboard shortcut To create an email message, press CTRL+SHIFT+M.

In the message body, enter the content that you want.

1. In the message window, click the **File** tab.
2. Click **Save As**.
3. In the **Save As** dialog box, in the **Save as type** list, click **Outlook Template**.
4. In the **File name** box, type a name for your template, and then click **Save**.

By default templates are saved in the following location:

c:\users\username\AppData\Roaming\Microsoft\Templates

For more information on how to send an email message using a template, see [Send an email message based on a template](#).

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Was this information helpful?

Yes

No