

# Compose an Email Using a Template in Outlook

- Go to Mail in Outlook.
- Make sure the **Home** ribbon is selected and expanded.
- Click **New Email** in the Home ribbon.

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## **ISU** Tip of the Month #1

- Enter a **subject** if you want to use one for your message template.
- Now enter the email template's **text body**.
- Do <u>not</u> remove signatures if you have set up Outlook to add a signature automatically when composing.
- Click File in the message's toolbar.



#### **MSU** Tip of the Month #1

- Select Save As on the sheet that has appeared.
- Click on **Desktop** and select Save.





#### **Automatically Sort Emails**

- Open an email from the sender whose messages you want to filter.
- Go to the Message tab in the ribbon.
- Select Rules.





#### Tip of the Month #2

• Click on Always Move Messages From: [Sender].



• Highlight the desired target folder: Chris.



• Click OK.



### Sending a Scheduled Email

- Go to the message's **Options** tab.
- Click on **Delay Delivery**.

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- Select the desired **delivery date** and **time** using the drop-down lists.
- Click Close.
- Then send message as usual.

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