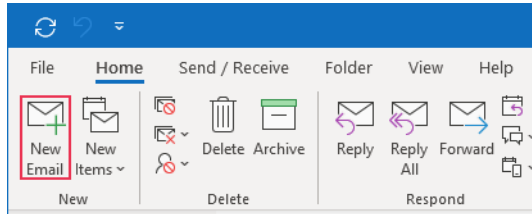


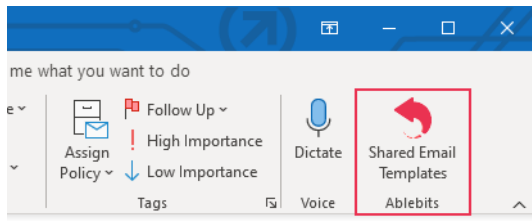
Start Shared Email Templates



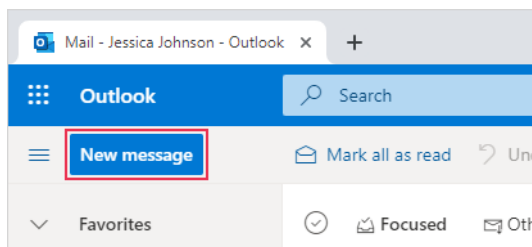
1. In Outlook desktop, click **New Email**:



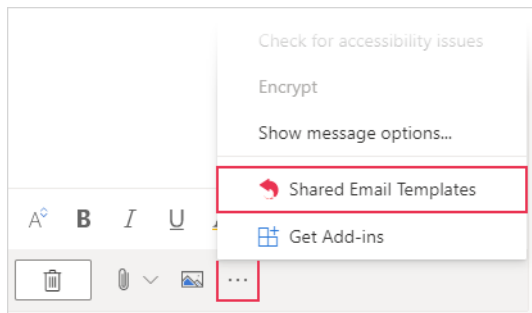
2. Find **Shared Email Templates** icon in the **Ablebits** group:



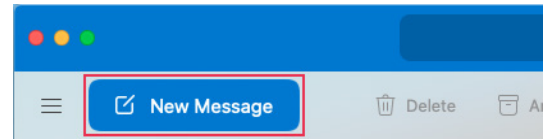
1. In Outlook Online, click **New message** in the top left corner of the window:



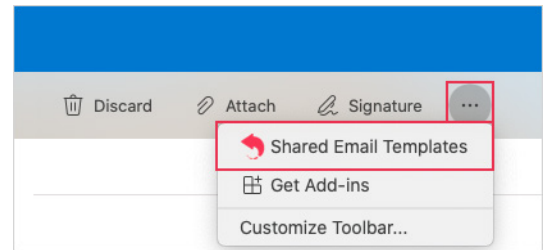
2. Click the three dots below the message body and find **Shared Email Templates**:



1. In Outlook for Mac, click **New Message**:

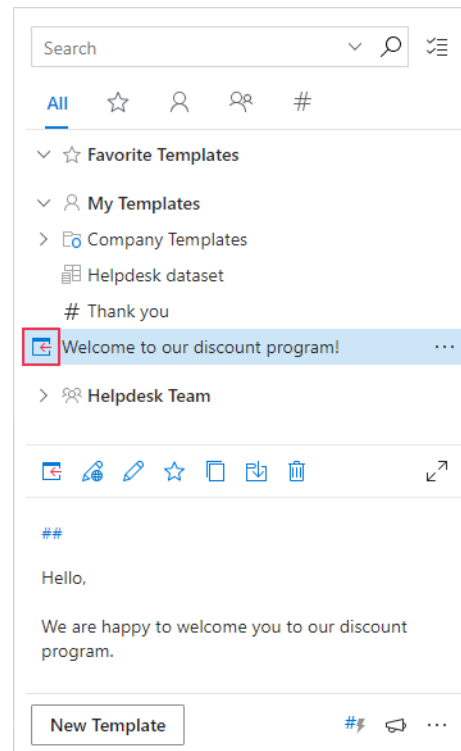


2. Click the three dots above the message and find **Shared Email Templates** in the drop-down list:

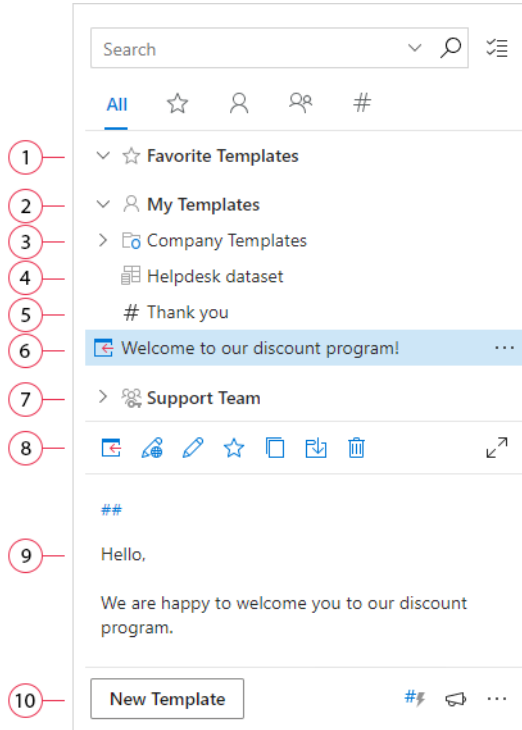


Insert template into message

Select the template and click **Paste**:



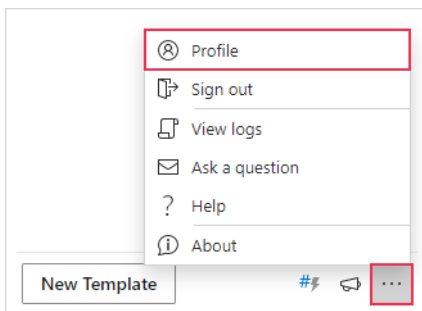
Shared Email Templates pane



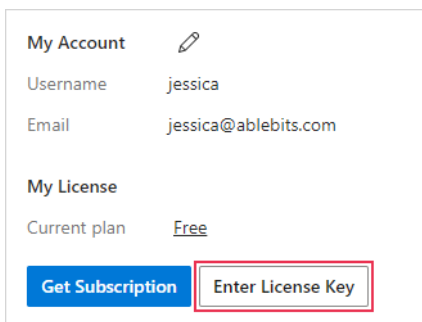
1. To add a template to Favorite, right-click it and select **Add to Favorites**.
2. The default personal folders are Favorite Templates and My Templates. You can create new sub-folders for your templates.
3. You can link an Outlook folder with your drafts to the add-in and [use these drafts as templates](#).
4. You can [create or import datasets](#) and insert values from them into templates.
5. [Use shortcuts](#) as building blocks to construct your emails and templates.
6. To insert a template into the message body, select it and click the **Paste** button.
7. Shared templates are stored in [teams](#). If there is a key icon, it means that the [team is encrypted](#).
8. The template action buttons: **Paste, Edit in Browser, Edit, Add to Favorites, Copy, Move, Delete**.
9. When you select a template, you can see its contents here.
10. Click this button to create a new template.

Subscription activation

Click **More** → select **Profile**:

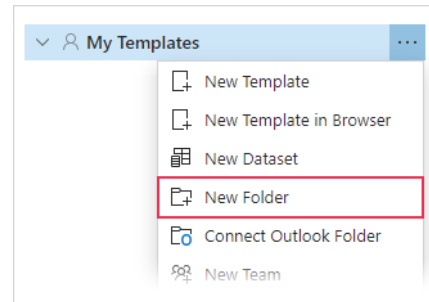


Click **Enter License Key**:



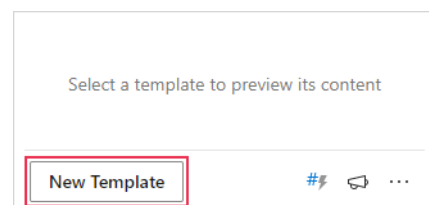
Create a folder

Right-click a template → pick **New Folder**:



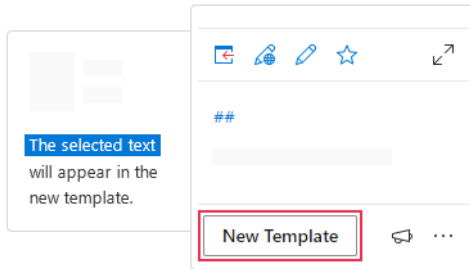
Create template from scratch

Click **New Template**:



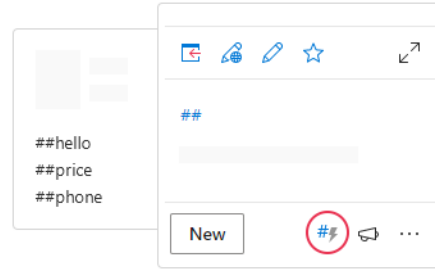
Create template from selected text

Select text in the message body → click **New Template**:



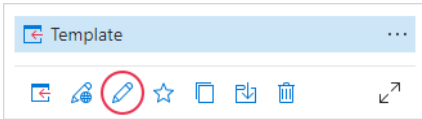
Use shortcuts in messages

Enter shortcuts into the message body → click **Handle Shortcuts**:

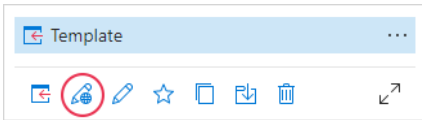


Edit template

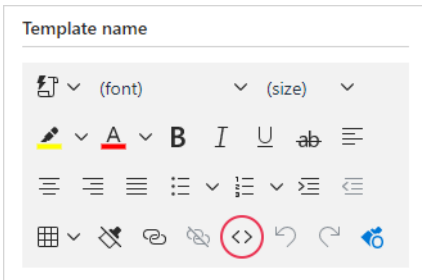
Open in the built-in template editor:



Edit in browser:

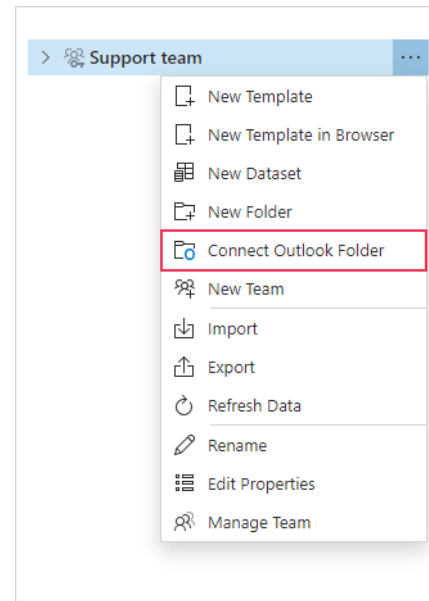


Edit in plain HTML:



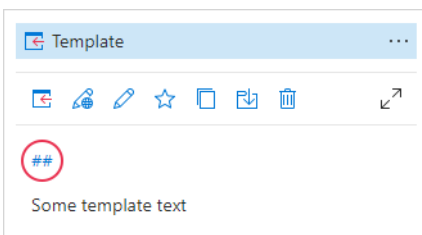
Link Outlook folder to Shared Email Templates

Right-click a team or folder → select **Connect Outlook Folder**:

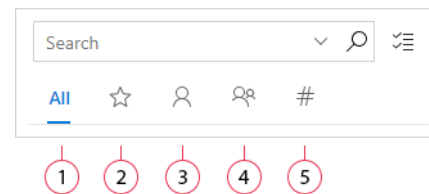


Create shortcut

Select a template → click **##** → name a shortcut:



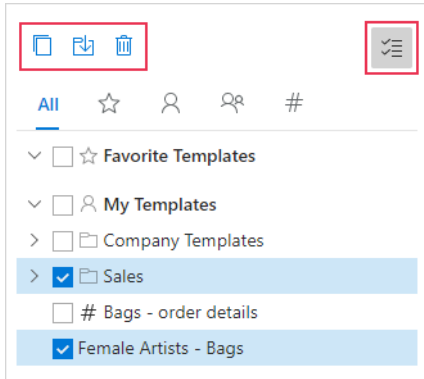
Select template view



1. All Templates
2. Favorite
3. Private templates
4. Shared templates
5. Shortcuts

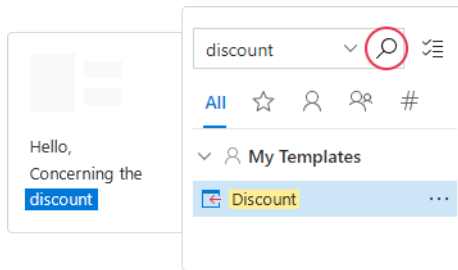
Copy or move several templates at once

Click Selection Mode → check templates → click on the action button:

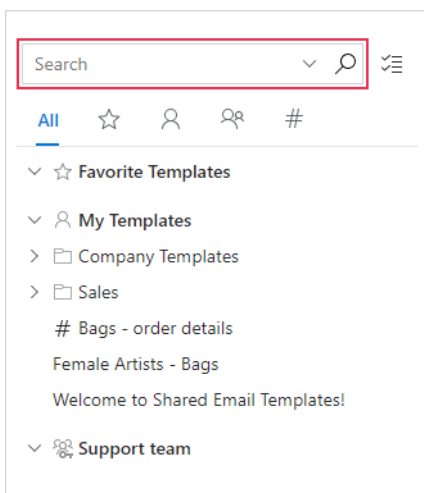


Search from selected text

Select text in the message body → click the Magnifier icon:

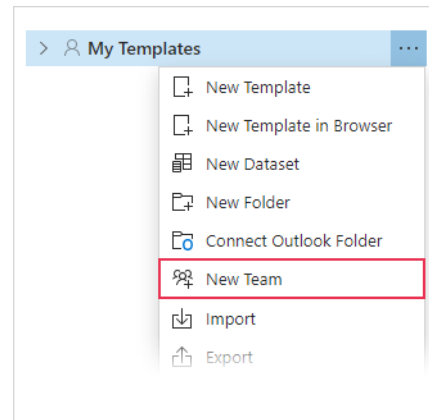


Search text in templates



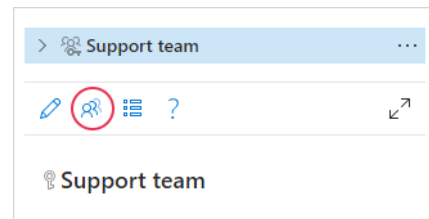
Create a team

Right-click My Templates → click New Team:



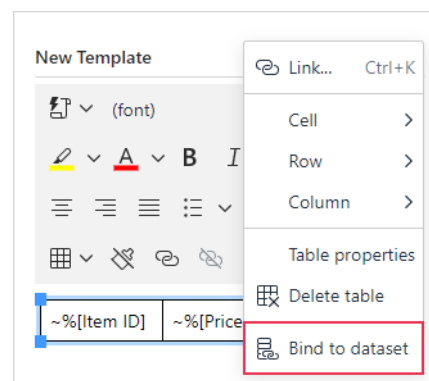
Invite team members

Select a team → click Manage Team:



Bind to dataset

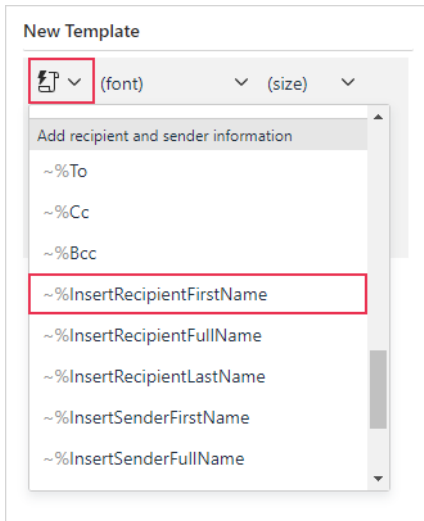
Right-click a table → select Bind to dataset:



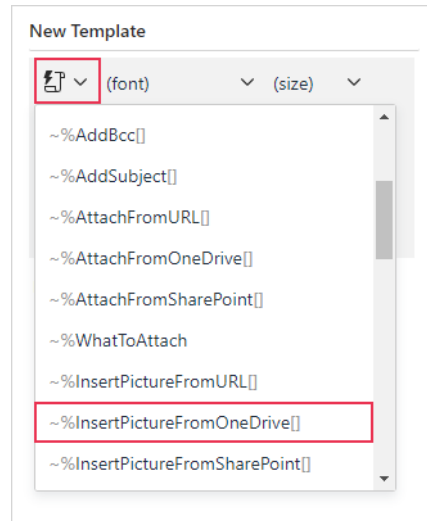


Insert recipient first/last/full name

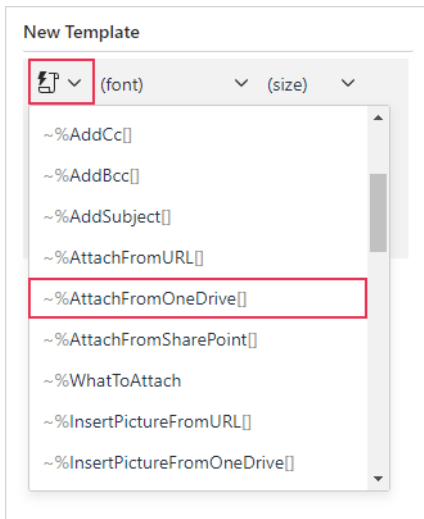
In the Edit mode, click Insert Macro → pick the macro you need:



Insert pictures from OneDrive and SharePoint



Attach files from OneDrive and SharePoint



Find more information about macros

- How to use macros in templates ablebits.com/docs/outlook-shared-templates-macros
- How to attach files to your templates ablebits.com/docs/outlook-shared-templates-attach-files
- How to insert pictures into your templates ablebits.com/docs/outlook-shared-templates-insert-pictures
- Complete list of macros for templates ablebits.com/docs/outlook-shared-templates-complete-list-macros

? Need more details?

- Shared Email Templates for Outlook documentation: ablebits.com/docs/#shared-email-templates-outlook
- More Shared Email Templates features and benefits: ablebits.com/outlook-shared-email-templates
- Shared Email Templates tips and tricks: ablebits.com/office-addins-blog/tag/shared-email-templates