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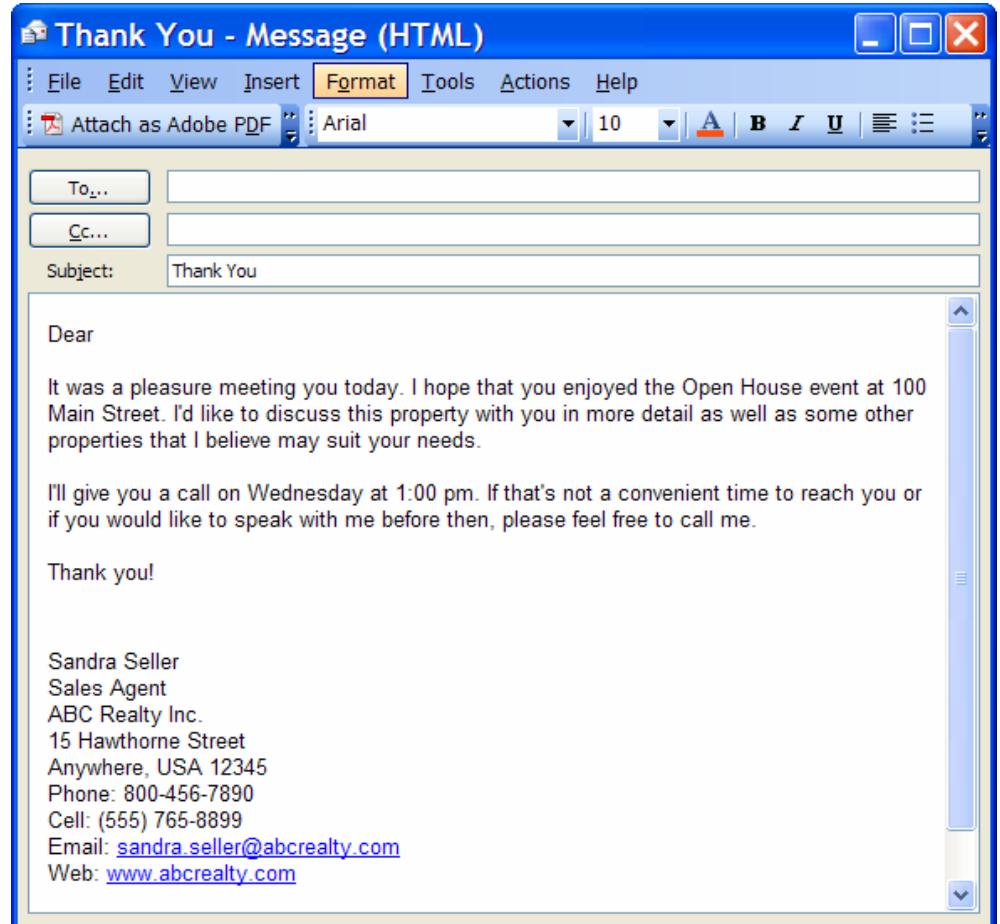
Email Templates

Save time by creating an Email Template in Outlook.

Each time you meet with a client or potential client, an email is a great way to thank them and to offer follow up information or a “call to action.”

Start by creating a new mail message in Outlook.

Add a subject and type your text.



Note: You cannot create an Outlook template if you use Microsoft Word as your email editor. To turn off this feature, follow these steps:

In Outlook, click **Tools**, **Options** and **Mail Format** tab.

If there is a check mark in the box next to **Use Microsoft Word 2003 to edit email messages**, click on the box to deselect it.

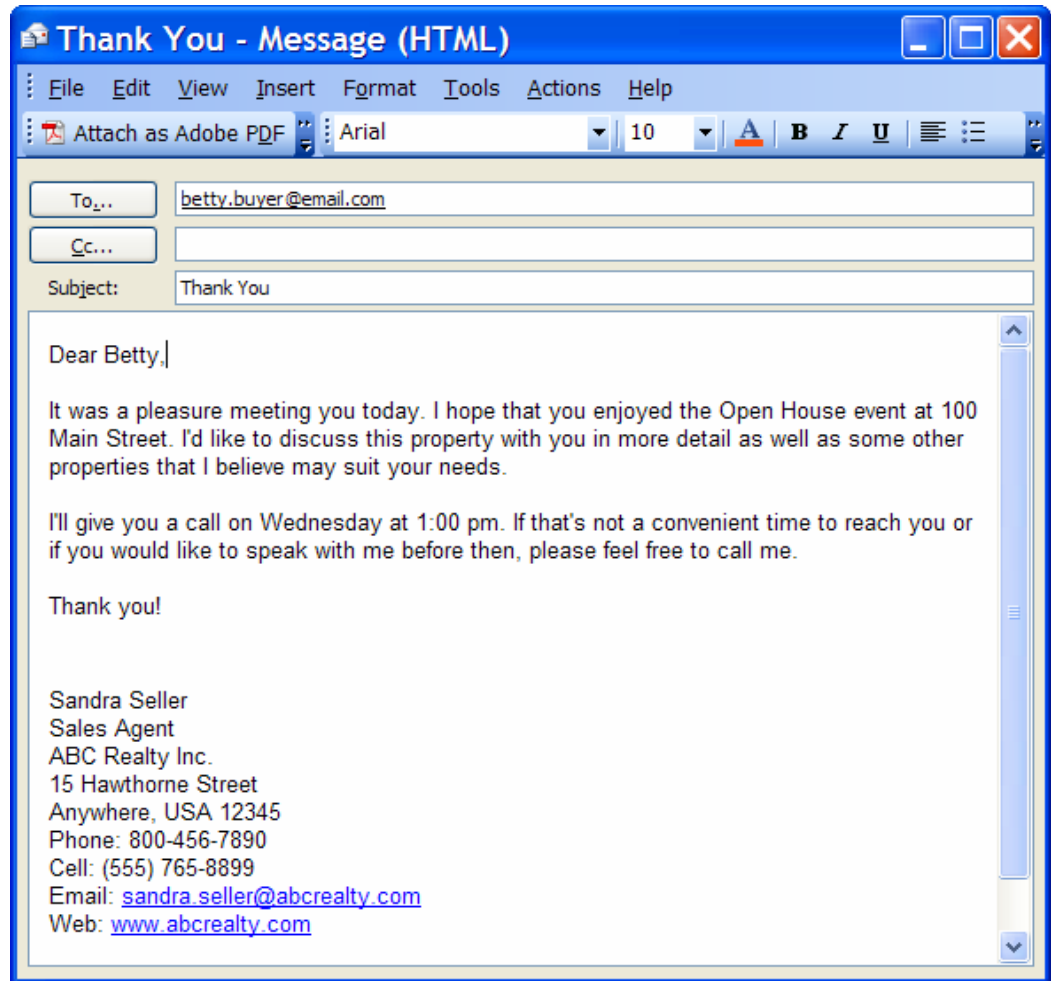
Click **Apply** and then **OK**.



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Once you've saved your new Email Template, you can open it, edit the content (if necessary) and send it out simply by typing in the recipient's email address in the To field.



Note: If you turned off **Use Microsoft Word 2003 to edit email messages**, you can turn the feature back on once you've saved your new email template. To turn on this feature, follow these steps:

In Outlook, click **Tools, Options** and **Mail Format** tab.

Click the box next to **Use Microsoft Word 2003 to edit email messages** to select this option.

Click **Apply** and then **OK**.