



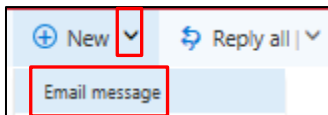
# Wharton County Junior College

## Templates

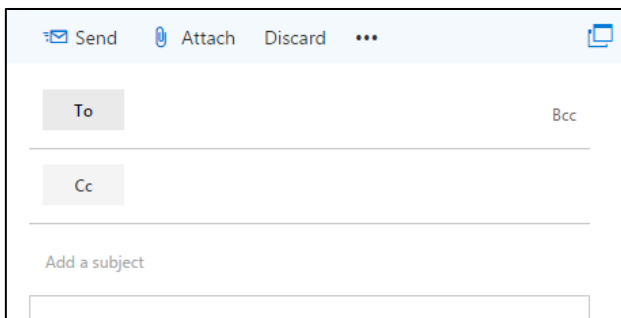
Using Templates to quickly insert pre-loaded text into an email.

### Create a Template

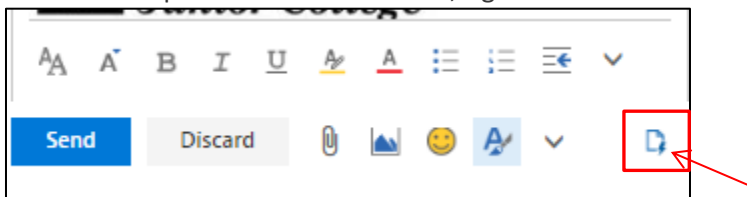
1. Click the down arrow to the right of “New” and “Email message” in the top navigation bar.



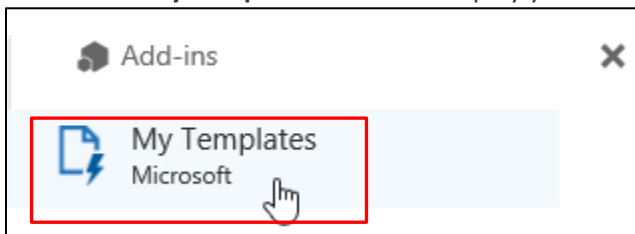
2. Type the recipient and subject in their respective fields.



3. Click the Templates icon on the lower, right hand side under the new message




4. Choose the **My Templates** add-in to display your templates.

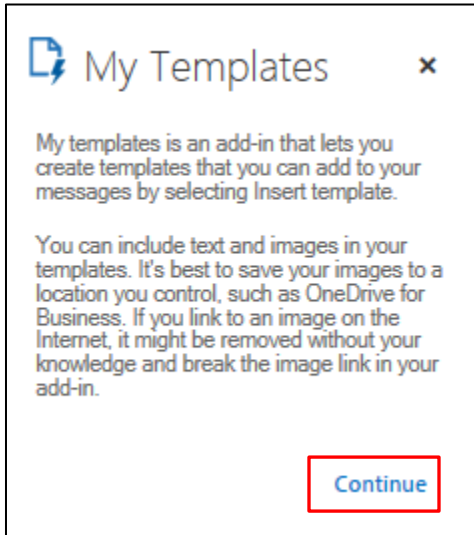


- There are three available templates in the list by default, and each one inserts specific text into the body of your email. For example, if you select **I'll reply later**, the message, "Heading to a meeting. I'll get back to you soon," will be included in the email message you are composing. **You can add your own template.**

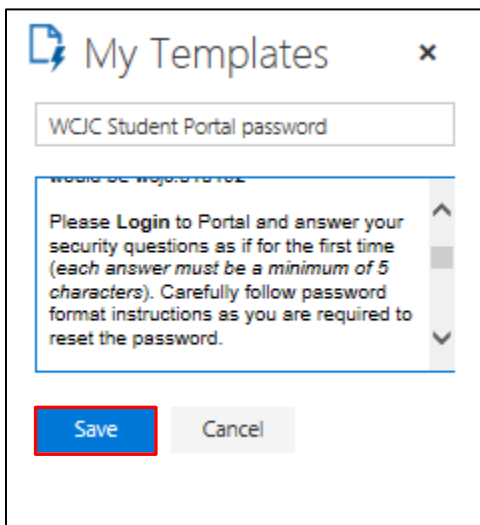


- Click the  to add a template

- Click Continue



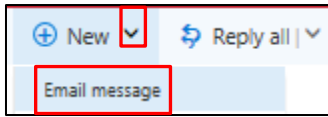
- Enter the Subject, add the Message and click "Save"



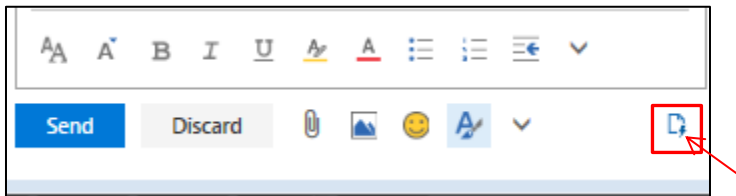
Note: You can click on the template if you wish to send now – see steps 10 and 11 on the next page.

## Entering the template into an email

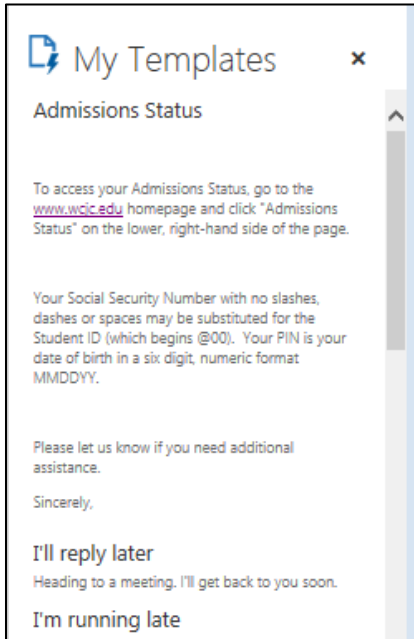
9. Open a new email



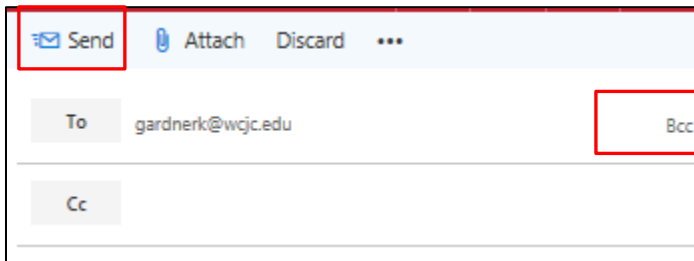
10. Click the Templates icon on the lower, right hand side under the new message



11. Scroll through the templates and click the template you would like to send



12. Enter the recipient's email address in the "To", "cc" or "bcc" field and click "Send"



Note: You must click on Bcc to add that field.