**Instructions for Developing an Outlook email template**

This template set up works both in Outlook and Outlook Web Access.

1. Compose an email message
2. Click on the "View Templates" in the top menu bar.
3. Create a new template, then paste the provided text above.
4. When staff use the template, go back into “View Templates” and select the desired template.

**Instructions for Developing a template in Outlook Web Access**

1. Compose an email message.
2. Click on the icon in the bottom menu (see screenshot below).
3. Then “View Templates” and follow the same process as above.

