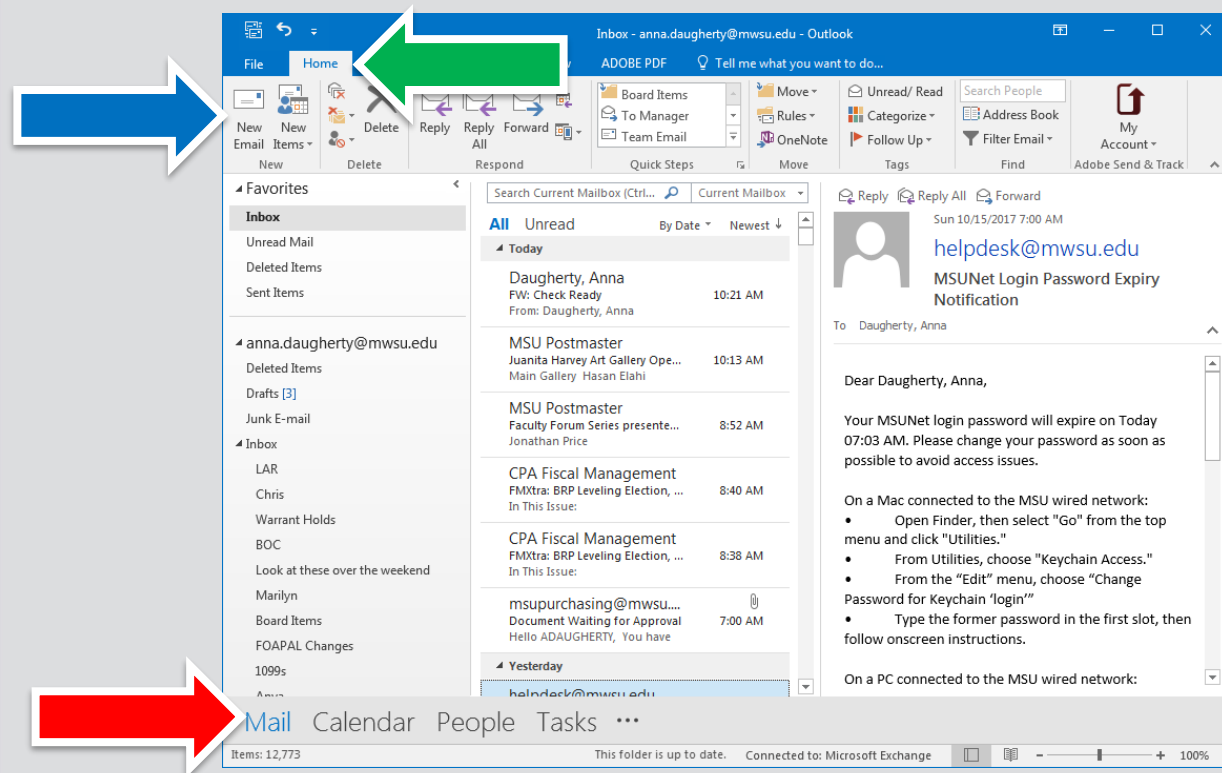




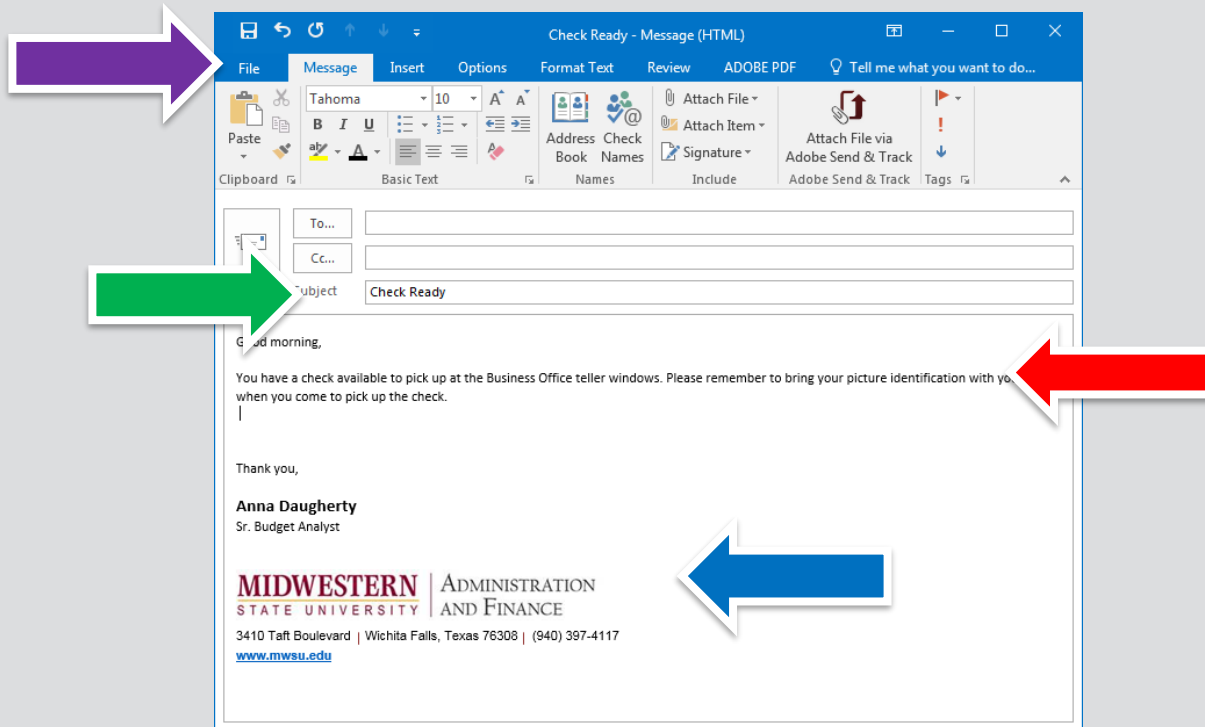
Compose an Email Using a Template in Outlook

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



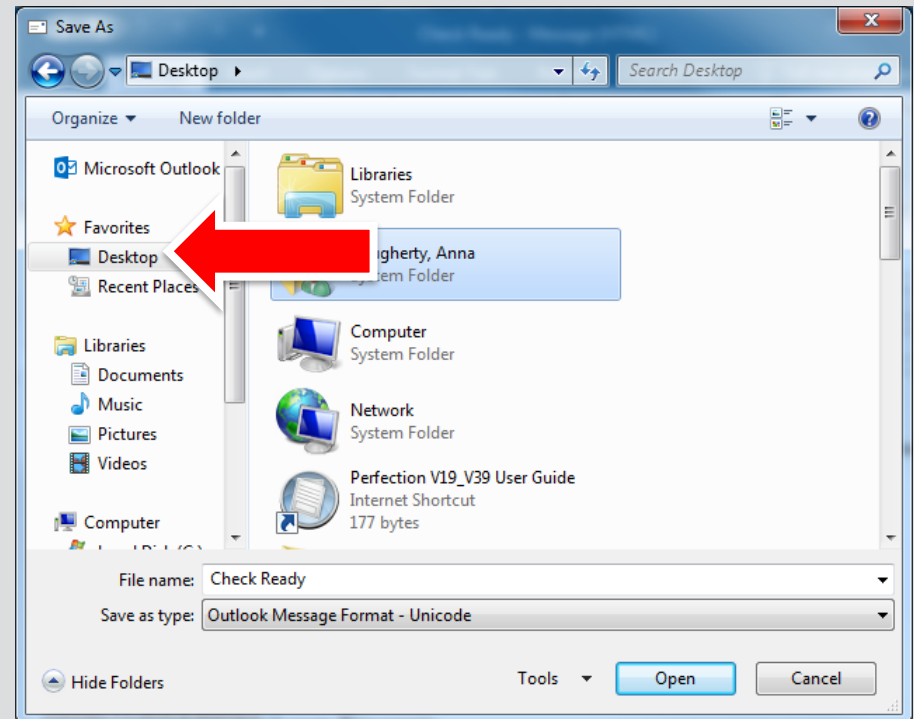
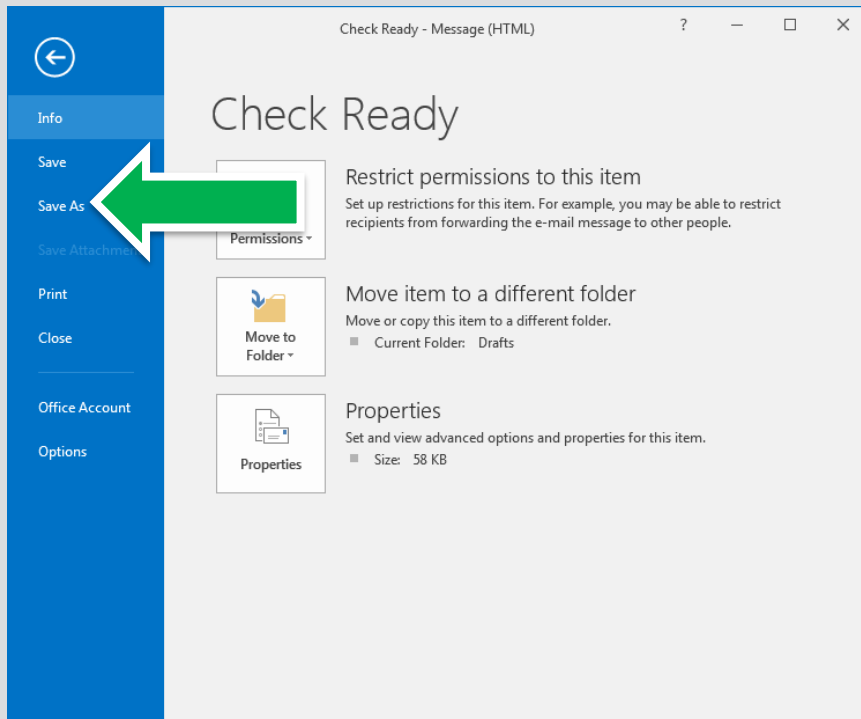
Tip of the Month #1

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



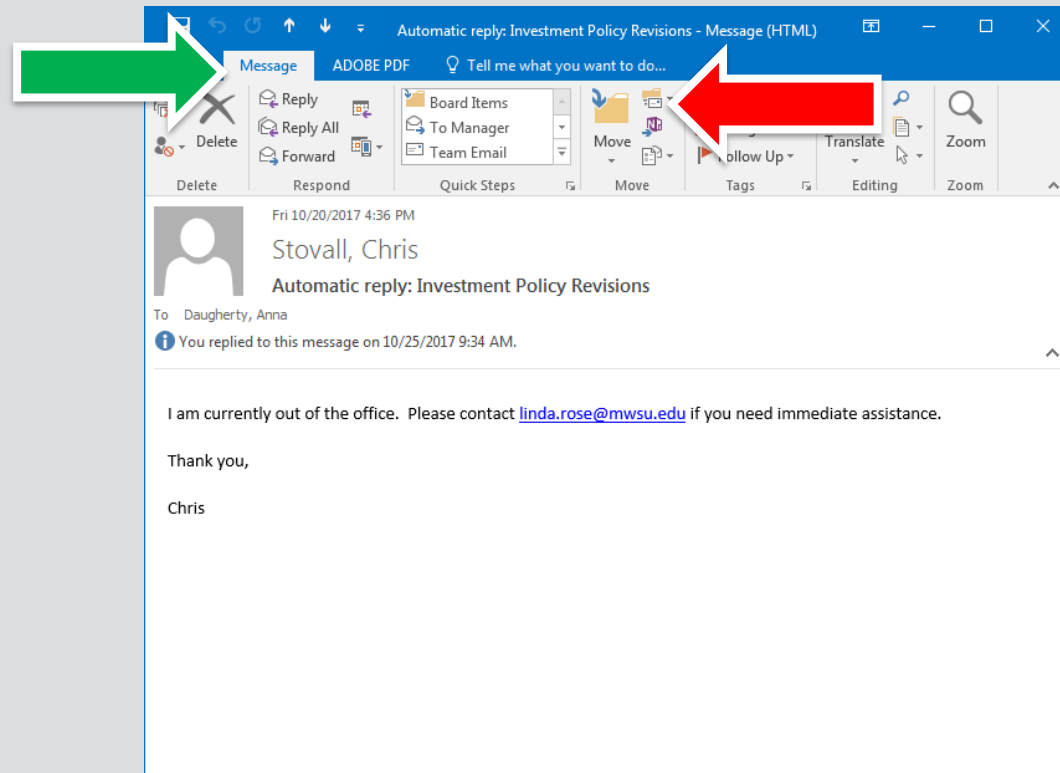
Tip of the Month #1

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



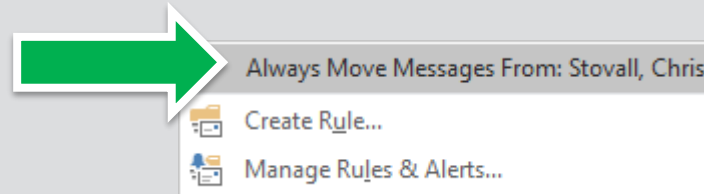
Automatically Sort Emails

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

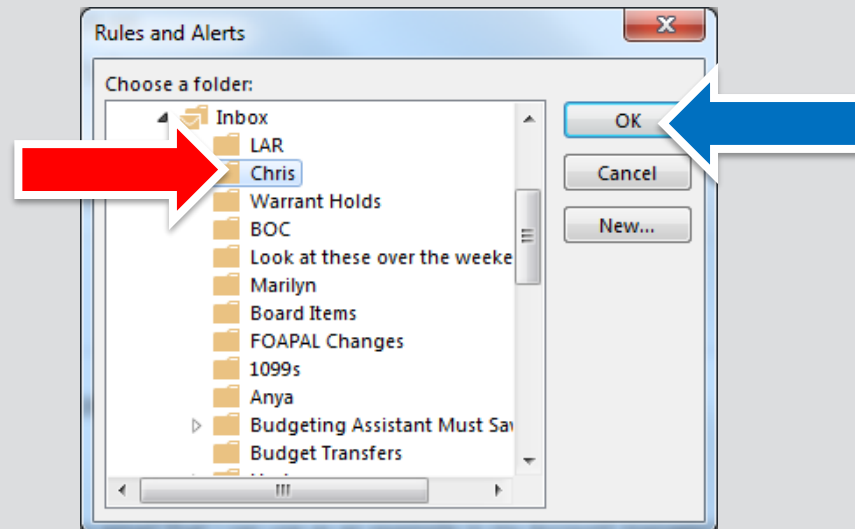


Tip of the Month #2

- Click on **Always Move Messages From: [Sender]**.



- Highlight the desired target folder: **Chris**.

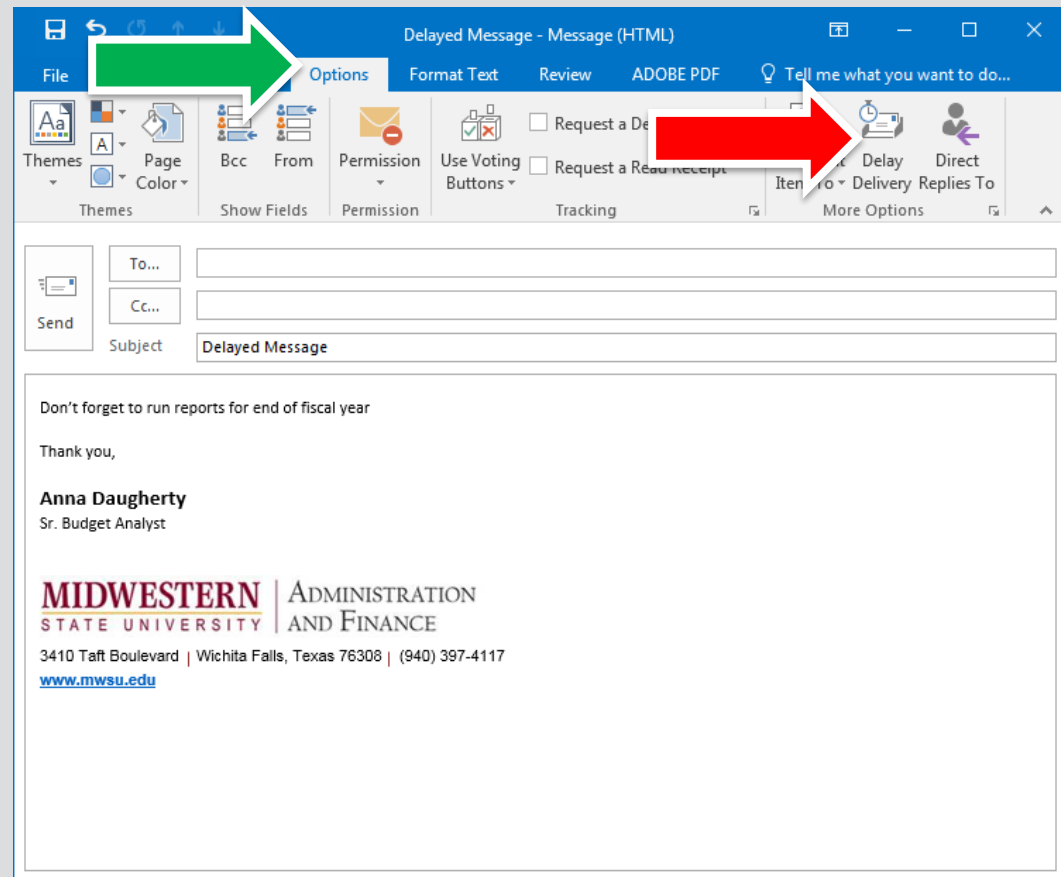


- Click **OK**.



Sending a Scheduled Email

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



Tip of the Month #3

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

