REMINDER: Emailed to a group account. Do NOT reply using the email group account.



OUTLOOK QUICK PARTS

Creating Quick Parts

The first step in creating Quick Parts is to draft or select the content that you want to reuse. You can draft a new mail message or select the content of an existing message by replying or forwarding the selected email.

To save a new Quick Part, highlight the content that you want to use repeatedly, and then click the **Insert** tab in the ribbon.

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Click Quick Parts from the Text group and select Save Selection to Quick Part Gallery

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Vou can also add a	the protock window appears, provide a <i>Name</i> for the content and click OK .				
	You can also add other details such as <i>Category</i> and <i>Description</i> of the Quick Part.				
	Create New Building Block				
	Name: For reservation				
	Gallery: Quick Parts				
	Employee reservation				
	Description:				
	Save in: NormalEmail.dotm				
	Options: Insert content only				
	OK Cancel				
Using Quick Parts					
Whenever you want to use your Quick Part, click on the Insert tab in the ribbon and choose Quick Parts.					
You	You will see a gallery with all your saved Quick Parts.				



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