

Outlook's "Quick Parts"

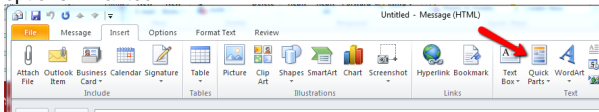
How to Set Up An E-News Template or Re-Use Repetitive Phrases in E-mail

- Do you find yourself often typing and retyping the same phrase, sentence, or paragraph over and over in your e-mails?
- Do you send out any e-newsletters/press releases and would like a way to quickly use the same format each time? (As I do with this one.)

In Outlook, you can create the text you wish to use and save it as a 'quick part'. (*You can think of it as something that is forever in your clipboard to paste whenever you need it.*)

To create the Quick Part:

1. In MS Outlook 2010, open a new email message.
2. Click into the body of the e-mail message, type in the words, phrase, paragraph, or text that you frequently use.
3. Select this text. (*You can use the shortcut Ctrl-A to select all of the text.*)
4. Click on the INSERT tab.
5. Within the text group, Click on the Quick Parts tab and select Save Selection to Quick Parts Gallery. Give your Quick Part a name and fill in other options if wanted.



To use the Quick Part:

1. In an open email message, click into the body of the e-mail message.
2. Click on the insert tab, and then select Quick Parts, and click on the Quick Part you want to enter.

Watch how I take one of my weekly IT e-mails and transform it into a new template for an Erie County press release e-mail! <http://screencast.com/t/IFD3rydrf>

Related helpful links:

- [CCE Staff Communications Page](#)
 - [Download CCE logos](#)
 - [Writing An Effective Press Release](#)