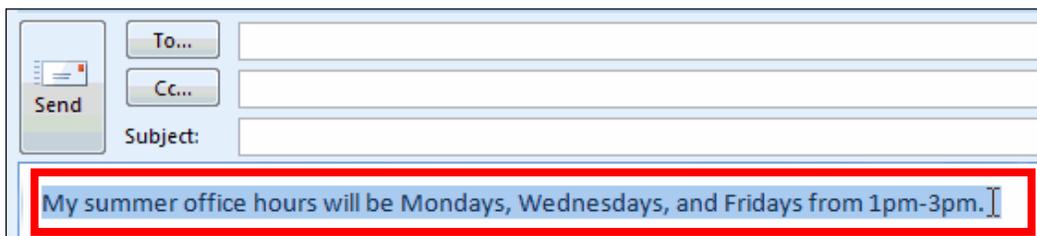


## Microsoft Outlook 2013: Working with Quick Parts

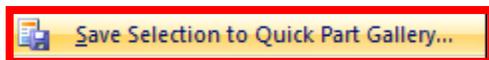
An Outlook email Quick Part is a block of text that you can insert in an email message. You can use Quick Parts for information that you frequently use to share. Instead of retyping the information each time, simply use Quick Parts. This document discusses the procedures for creating, saving, adding and deleting Quick Parts to an email.

### Creating and Saving Quick Parts

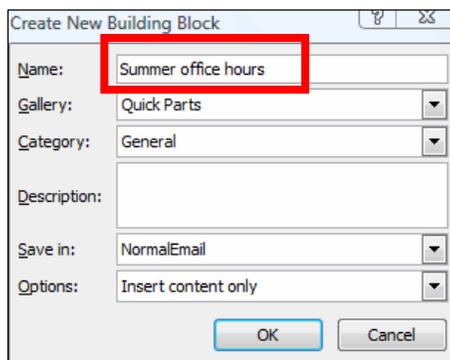
1. On the **Home** tab, click **New E-mail**. A new untitled Email Message window appears.
2. In the body of the message, type the text that you will be using as a **Quick Part**.
3. Select the text that you will be want to save as a **Quick Part**.



4. From the **Insert** tab, in the **Text** group, select **Quick Parts** drop down button, select (at the very bottom) **Save Selection to Quick Part Gallery**.



The **Create New Building Block** dialog box appears.



5. In the Name text box, type a name for the Quick Part. **Optional:** Complete the rest of the dialog box, otherwise just leave the defaults.
6. Click **OK**. The **Quick Part** is saved. You are returned to the body of your message.

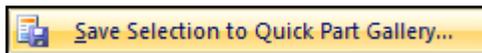
## Adding Quick Parts to an Email

Once you have created and saved a Quick Part, you are now ready to add the Quick Part to any email message.

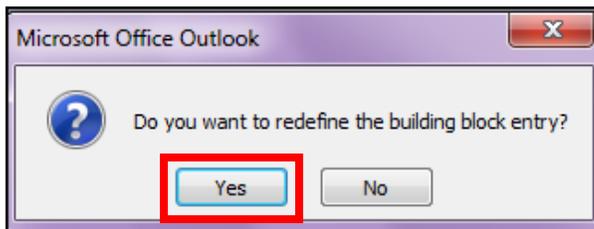
1. Open a message that you want to add the **Quick Part** into. In the message body, place the insertion point where you want to add the **Quick Part**. **Note:** A Quick Part can be added anywhere in a message.
2. From the **Insert** tab, in the **Text** group, select **Quick Parts** and the desired Quick Part. The **Quick Part** will appear in the body of the message.
3. Complete the text of the message & click **Send**.

## Modify a Quick Part that is Already Saved

1. Open a new email message.
2. In the message body, place the insertion point in the body of the message and add the **Quick Part** you want to modify. (Notice the name of this Quick Part because you will be saving the changes and calling it the same name. In other words you will be replacing it.)
3. Modify the details of this Quick Part that you just added. Select the details then **Save Selection to Quick Part Gallery**.

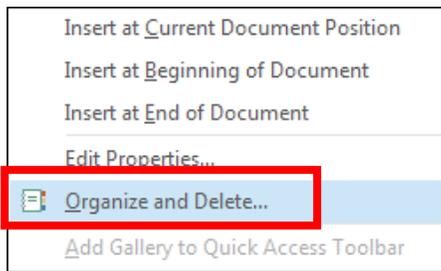


4. Give this Quick Part the same name and you will get this: **Do you want to redefine the building block entry?** Click **Yes** and it will replace the old one with the modified one.



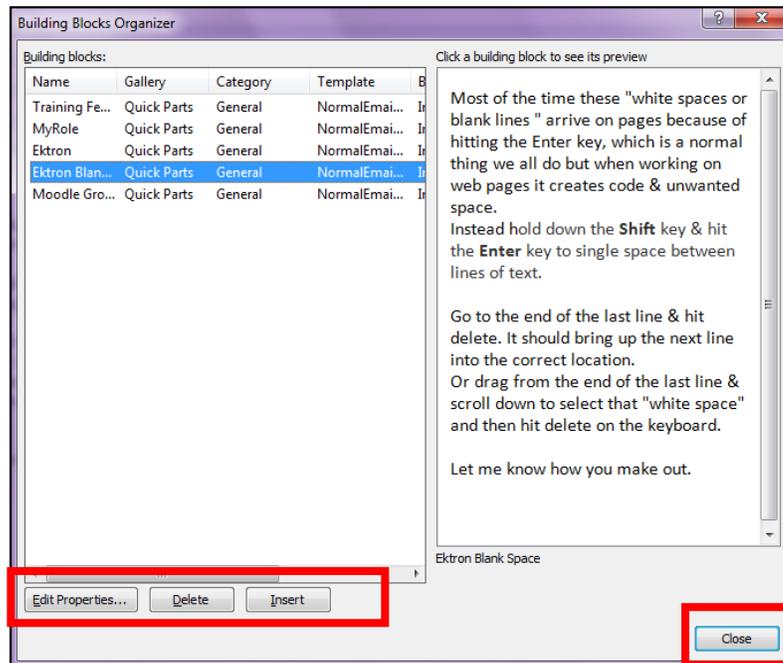
## Delete a Quick Parts

1. Open a new email message, go to **Insert**, click on the drop down arrow under **Quick Parts** which will bring the list of your saved Quick Parts. Right mouse click on any **Quick Part** to find more options.

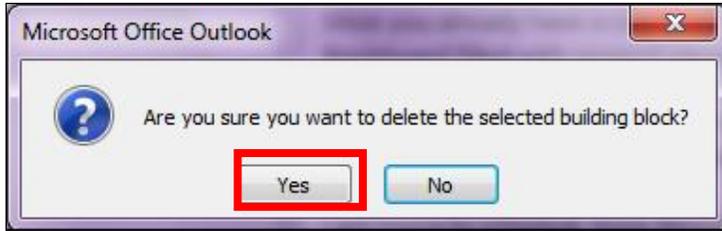


5. Click on **Organize and Delete**. Click on the **Edit Properties** button to make changes on any **Quick Parts** details.
6. **NOTE:** If you do not see **Edit Properties** or **Organize and Delete** you have to change the settings on your email account to HTML instead of Plain Text. Go to the **File** tab, **Options, Mail**, look under **Compose Message**, and select **HTML**.

**Compose messages in this format:** HTML  Click **OK** to save changes.



7. If you want to **Delete** a **Quick Part**, select the one from your list of **Quick Parts** and click the **Delete** button. Click **Yes** on the **Are you sure you want to delete** dialog box.



Click on **Edit Properties** to change the **Name** of the **Quick Parts**. Click **OK** to save changes.

**Tip:**

If you type the name of the **Quick Part** in the body of an email, it will appear as a tool tip dialog box, click Enter for it to be added.

