

Outlook 2013: Email Template with Attachment

Do you need to send an email that has an attachment over and over again? The tutorial below gives you the details and steps to make an email template with an attachment. Also included is adding the Choose Form command to the Quick Access Toolbar.

First, create your email message with the attachment and **no signature**. Your signature will be added to your email at the end.

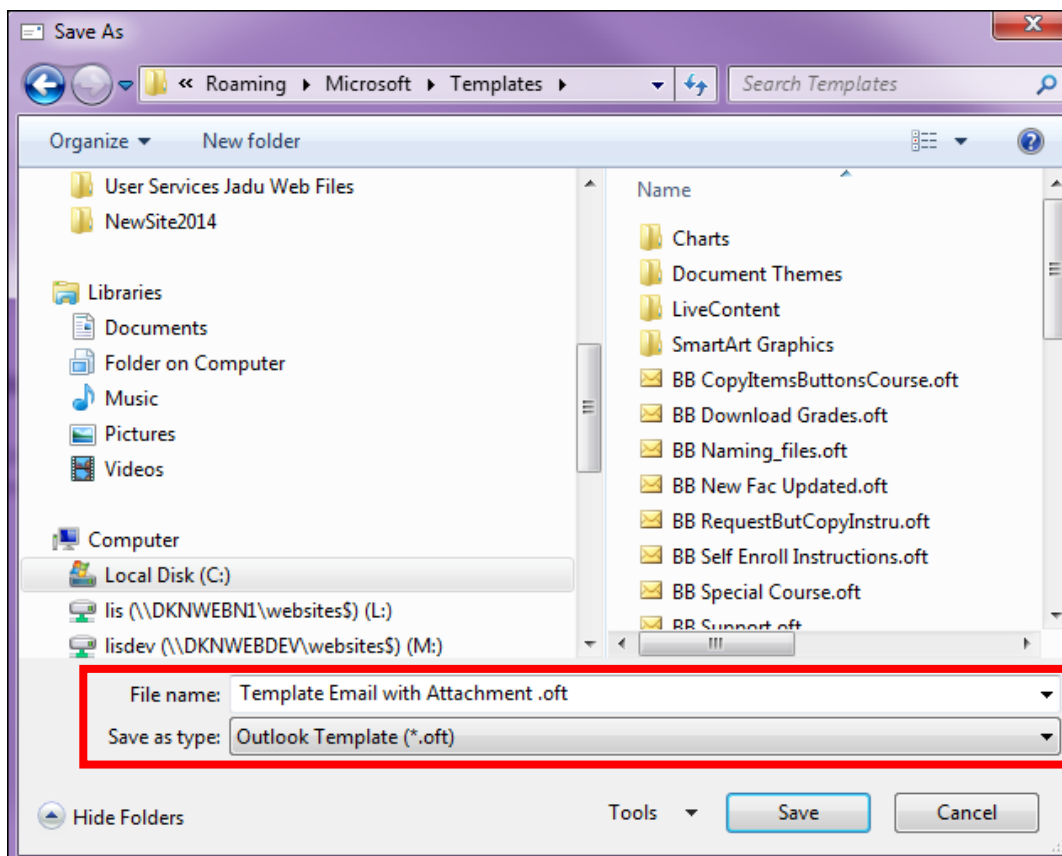
From the **File** tab, click **Save As**.

In the **File name** text box, type a name for the template.

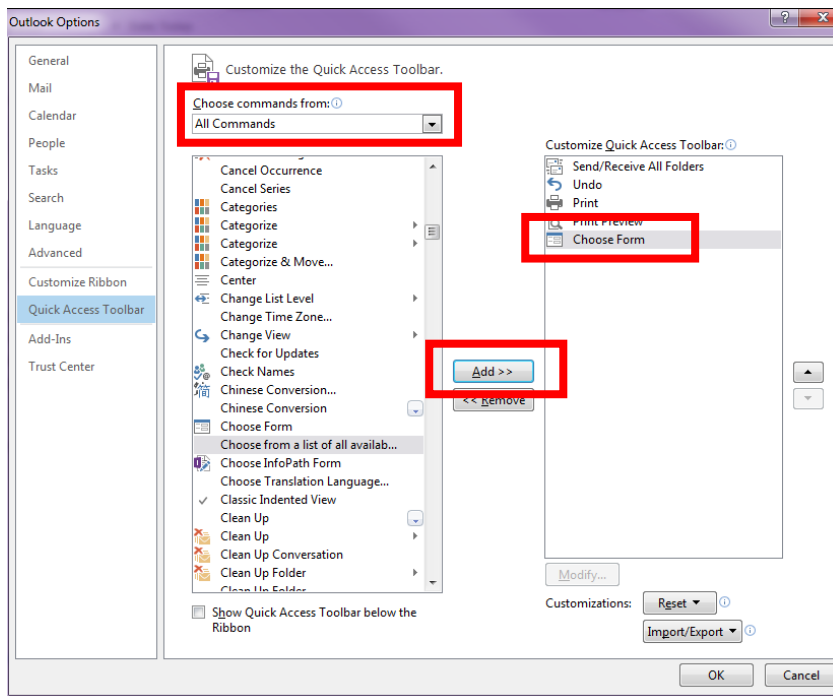
From the **Save as type** dropdown, select **Outlook template (*.oft)**.


Click **Save**.

It will automatically save it into the Outlook client program folder on your computer. See my screen shot below for my Outlook templates.

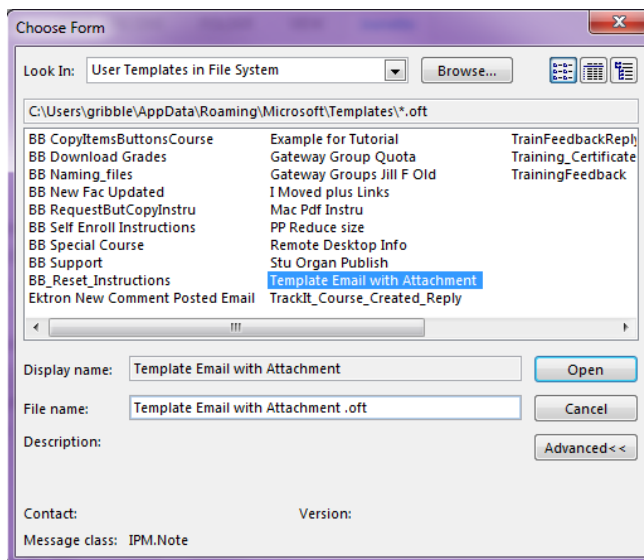


Now that the template is created and saved we need to add the **Choose Form** command to your **Outlook Quick Access Toolbar**. Under **Choose commands from: All Commands**, select **Choose Form** and click the **Add** button, so it will be on the right side pane. Click **OK**.



To open this email template, in Outlook, click on the **Choose Form** icon (that we added to the Quick Access toolbar). It will look like this: 

In the **Look In:** select **User Templates in File System** to select and open your template.



Your template email will open and be ready for you to personalize and send.