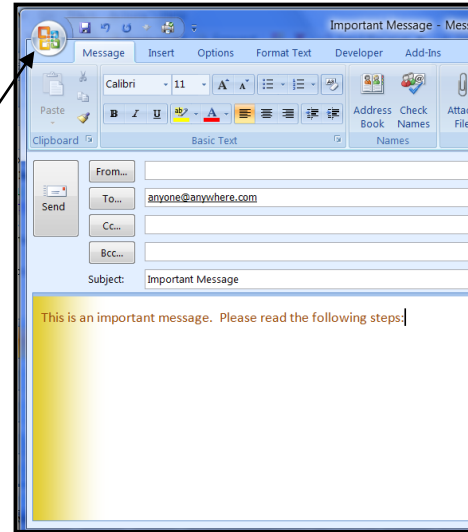


Outlook 2007: Saving a Draft or a Template

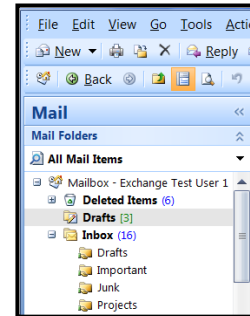
Saving a Draft or a Template - In Outlook while typing a message, if the user is unable to finish the message, save a draft of the message and finish it later.

1. Click on the **Outlook** icon in the top left corner of the message.
2. Click on **Save**.
3. The message automatically is stored in the **Drafts** folder.



Finishing a draft e-mail:

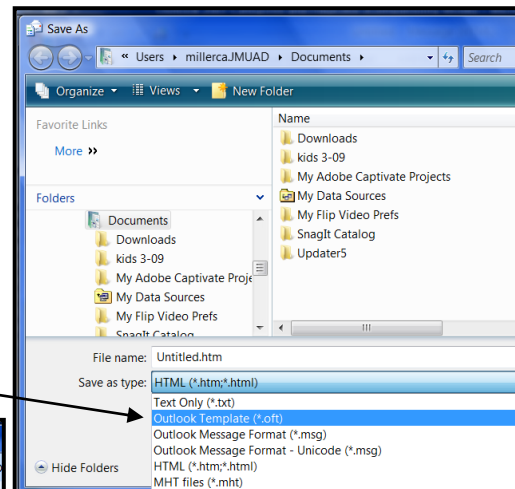
1. To **resume** typing a message, **click** to open the **Draft** folder icon on the **Navigation Pane**
2. **Find** the **saved message** in the **Drafts** folder list.
3. **Double click** to open it.
4. **Complete** the message
5. When it is finished click **Send**.



Saving a message as a template:

If a user frequently sends the same message, the text can be saved as a **template**.

1. When finished typing an e-mail message, click the **Outlook** icon in the top left corner of the message.
2. Select **Save As**.
3. In the **Save as Type**, select **Outlook Template**.



Using the message template:

1. In the **New Message** box click on the down arrow
2. Select **Choose form**
3. Use the **template** when needed.

