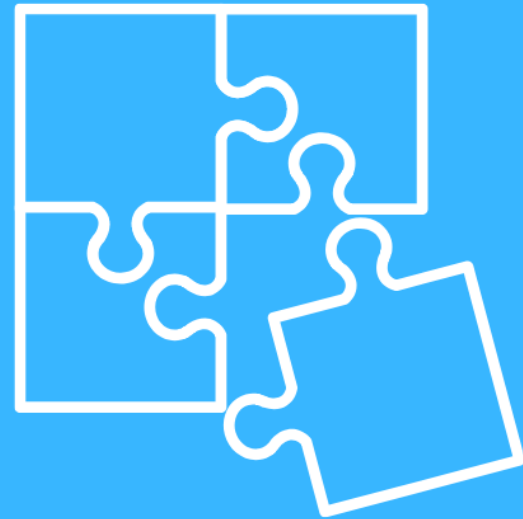


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Lunchtime learning + collaboration  
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## Using email templates with Outlook Online

Today's session will cover:

- What are email templates?
- Why use email templates?
- Setting up email templates in Outlook Online
- Sending a template email in Outlook Online
- Why use Outlook Online for email templates  
(*Hint: Shared mailboxes!*)
- Using email templates with email signatures



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## Using email templates with Outlook Online

- What are email templates?
- Pre-formatted emails that enable you to easily create, edit and send variations of the same message.
- A common example of an email template software is MailChimp, which allows you to set a design and an email structure.
- The formatting associated with Outlook templates is more on the simple side:
  - If you are sending something more complex with design elements like a newsletter, use an email tool like MailChimp to facilitate.
  - If you are sending something more simple like notices or announcements that share a similar format and content from week to week (or month to month), use email templates in Outlook Online.



# Questions

Go to [uoft.me/connectandlearn](https://uoft.me/connectandlearn) for more information.