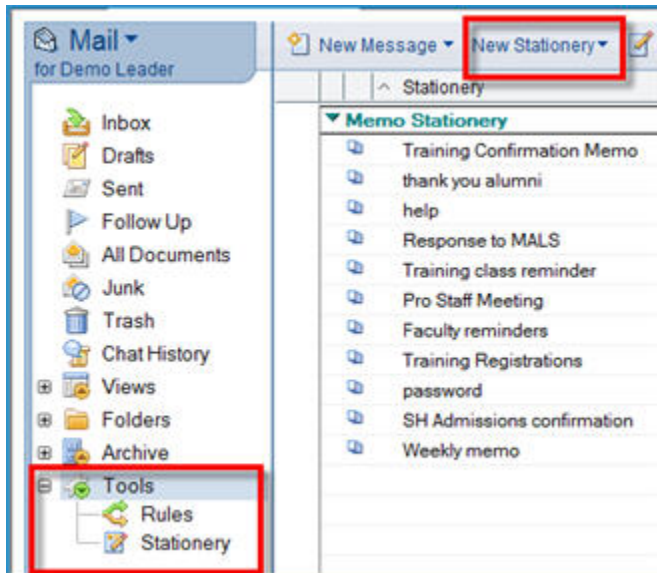


# Create E-Mail Stationery That Can Be Reused

You can create an e-mail that can be reused over and over again as stationery for your new messages. Think of it as an e-mail "template" or form letter.

Click **Tools** in the Navigation Pane and click the **Stationery** view to see all of the stationery that you've created.



To create Stationery:

- Click **New Stationery** and choose **Message**
- Type all of the information that you want to remain the same each time you send this e-mail. This can include addressees, the subject and the message text
- Click **Save**
- Type a name for the stationery
- Click **OK**

To send a message using the stationery:

- Go to the **Stationery** view
- Double click the stationery to open it
- If required for this specific message, add the addressees and type additional information
- Click **Send**

The original stationery will not be changed.

If you want to make permanent changes to the stationery:

- Go to the **Stationery** view
- Select the stationery
- Click **Edit**
- Make the changes
- Click **Save**