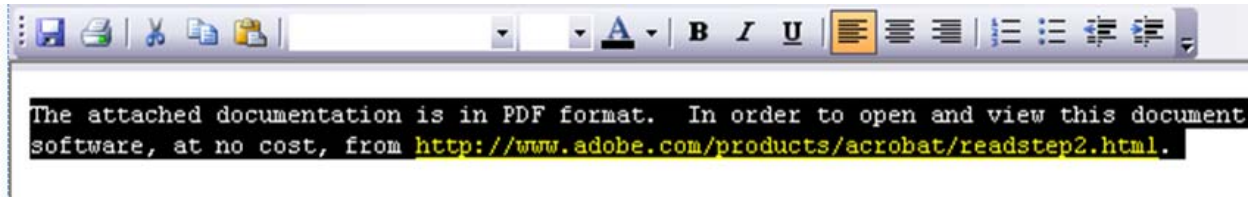


Outlook Quick Reference Card

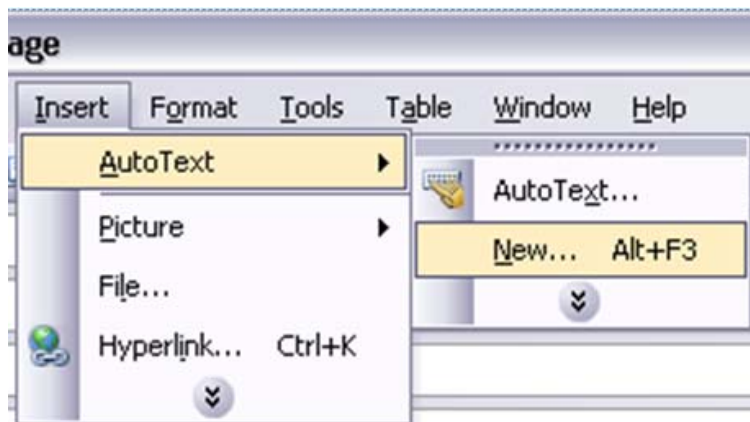
Auto Text

Four easy steps to create an “AutoText” Entry

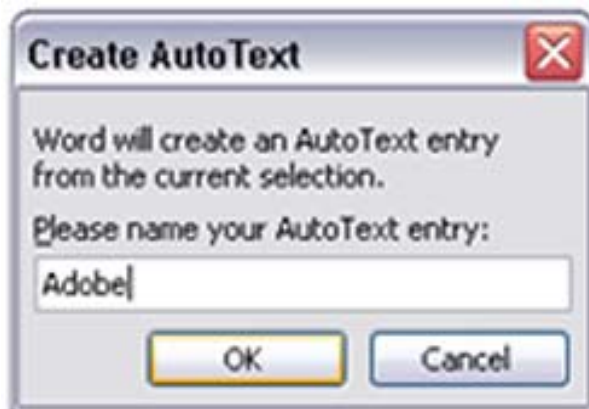
1. Type your email into the email body area.
2. Highlight the text you want for your AutoText Entry.



3. Click – Insert > AutoText > New... Or you can simple hit Alt+F3 (Function Key – Not F then 3)

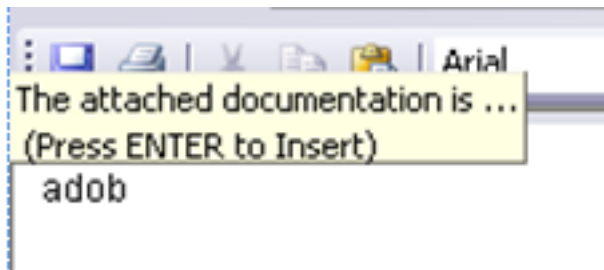


4. Name the AutoText and click OK



Using your AutoText Entries

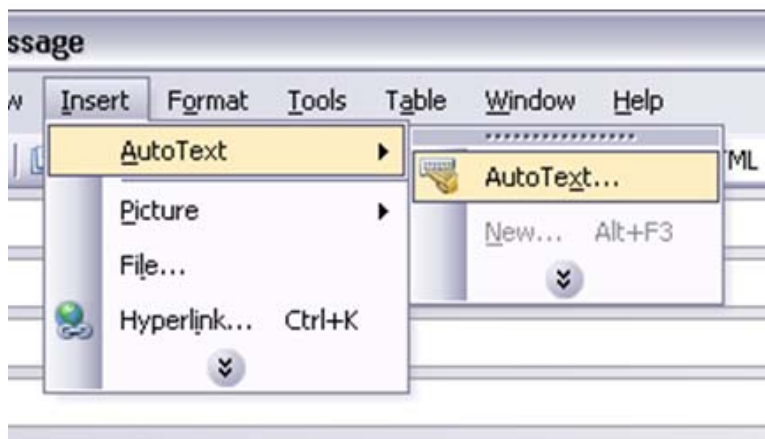
1. Start typing the name you gave the AutoText name:



2. When the yellow box appears as you type (above), simply hit the “Enter” key. Your AutoText will then automatically be placed into the email body text.

Option Two: If you can’t remember what you named one of your AutoText entries, you can use the Insert AutoText Option.

1. Click – Insert > AutoText



2. Find the name of your AutoText
 - 1) Click the name of the AutoText
 - 2) Click “Insert”
 - 3) Click OK

(See image on next page)

