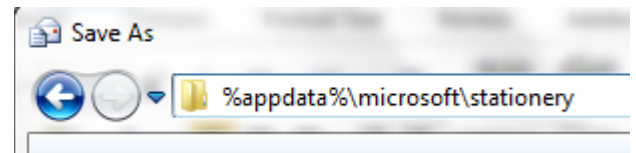




## Creating Custom Outlook Stationery

Follow these instructions to create Outlook Stationery for use on a single email message, or for all outgoing messages.

1. Launch Microsoft Outlook and click on **New E-mail** in the Include Group menu bar.
2. Format the message with all of the elements to be included in the stationery (i.e., images, background color, horizontal lines, fonts, etc.)
3. In the message window, click the **File**.
4. Click **Save As**.
5. In the Save As address bar, enter **%appdata%\microsoft\stationery** and press **Enter**. This will open the Stationery folder.
6. Enter a name for the stationery.
7. Select **HTML** from the Save as Type dropdown.
8. Click **Save**.



## Applying Stationery to Outlook Messages

### Automatically Include Stationery in All Email Messages

1. Click on the **File** tab and select **Options**.
2. Click **Mail** and select **Stationery and Fonts**.



Use stationery to change default fonts and styles, colors, and backgrounds.

Stationery and Fonts...

3. Click **Theme** from within the Personal Stationery section.
4. Select the stationery file and click **OK**.
5. Make the appropriate **Font** selection and click **OK**.

### Include Stationery in Individual Messages

1. Click on **New Items** from within the Home tab and select **Email Message Using**, then **More Stationery**.
2. Select the theme or stationery to be included and click **OK**.

