Outlook 2010 Tips and Tricks

Computer Training Source
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Microsoft Outlook 2010: Working with Quick Parts

An Outlook email Quick Part is a block of text that you can insert in an email message. You can

Use Quick Parts for information that you frequently use to share. Instead of retyping the

information each time, simply use Quick Parts. This document discusses the procedures for

creating, saving, adding and deleting Quick Parts to an email.

 Creating and Saving Quick Parts

 Adding, Deleting or Modifying Quick Parts

Creating and Saving Quick Parts

1. On the Home tab, click New E-mail. A new untitled Message window appears.

2. In the body of the message, type the text that you will be using as a Quick Part.

3. Select the text that you will be want to save as a Quick Part.

4. From the Insert tab, in the Text group, select Quick Parts drop down button,

select Save Selection to Quick Part Gallery. The Create New Building Block dialog

box appears.2

5. In the Name text box, type a name for the Quick Part.

OPTIONAL: Complete the rest of the dialog box

6. Click OK. The Quick Part is saved. You are returned to the body of your message.

Adding Quick Parts to an Email

Once you have created and saved a Quick Part, you are now ready to add the Quick Part to any

email message.

1. Open a message that you want to add the Quick Part into. In the message body, place the

insertion point where you want to add the Quick Part.

NOTE: A Quick Part can be added anywhere in a message.

2. From the Insert tab, in the Text group, select Quick Parts and the desired Quick

Part. The Quick Part will appear in the body of the message.

3. Complete the text of the message & click Send.

Delete or Modify Quick Parts

1. Open a new email message.

2. In the message body, place the insertion point in the body of the message and add the

Quick Part you want to modify. (Notice the name of this Quick Part because you will be

saving the changes and calling it the same name. In other words you will be replacing it.)

3. Modify the details of this Quick Part, then Save Selection to Quick Part Gallery.

4. Give this Quick Part the same name and you will get this: Do you want to redefine the

building block entry? Click Yes and it will replace the old one with the modified one. 3

5. Right mouse click on any Quick Part to find more options.

6. Click on Edit Properties to change the Name of the Quick Part or other details shown

below. Click OK to save changes.

7. Click on Organize and Delete. Click on the Edit Properties button to make changes on

any Quick Parts details.

8. NOTE: If you do not see Edit Properties or Organize and Delete you have to change

the settings on your email account to HTML instead of Plain Text. Go to the File tab,

Options, Mail, look under Compose Message, select HTML.

Click OK to save changes.4

9. Also notice the Insert button if you want to Insert a Quick Part into an email message.

10. If you want to Delete a Quick Part, select the one from your list of Quick Parts and click the Delete button. Click Yes on the Are you sure you want to delete dialog box.

Quick Tips

To Send an email using the keyboard

1. Use Ctrl + Enter – The first time using this shortcut, Outlook will ask to confirm.

To Delete an "memorized email"

1. Compose and email
2. In the **To Box**, type the first letter of the email address. The list of emails will drop down.
3. Click on the X next to the email address to delete it from memory.