

## Outlook Quick Parts

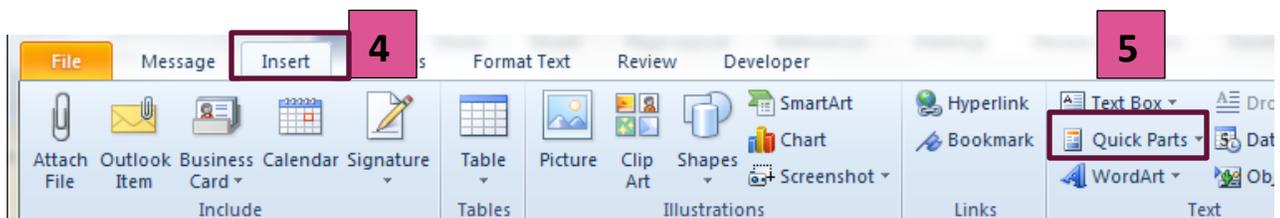
Quick Parts is a feature in Outlook that lets you save blocks of preformatted text you use often. Microsoft refers to Quick Parts as “reusable pieces of content, including fields, document properties such as title and author, or any preformatted snippets you create.”

Examples of when you might use this tool:

- To provide a list of steps to complete a process, like how to log into a site
- To remind students about a grading policy for work that was submitted late
- To provide a list of available resources or contact information
- To send letters of recommendation, congratulatory letters, or other types of form letters

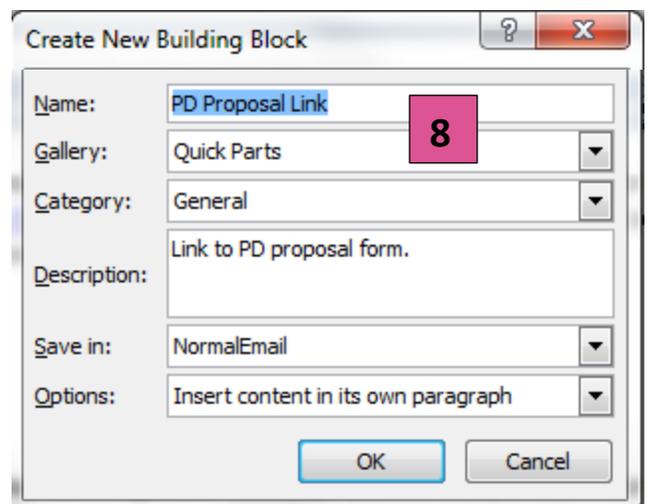
### How to Create a Quick Part Item

1. Open a new email (click New Email under the Home tab).
2. Create the text block you want to save as a Quick Part. Format the text the way you want it. In my example, I will create a text box with a link to a form for professional development proposals. I will format the text more than needed, so you can see that the formatting stays with the text.
3. Highlight the text block you wish to save.
4. Click the Insert tab.
5. Click Quick Parts, in the Text section.



6. Click on “Save selection to Quick Parts gallery,” at the bottom of the pop-up box.

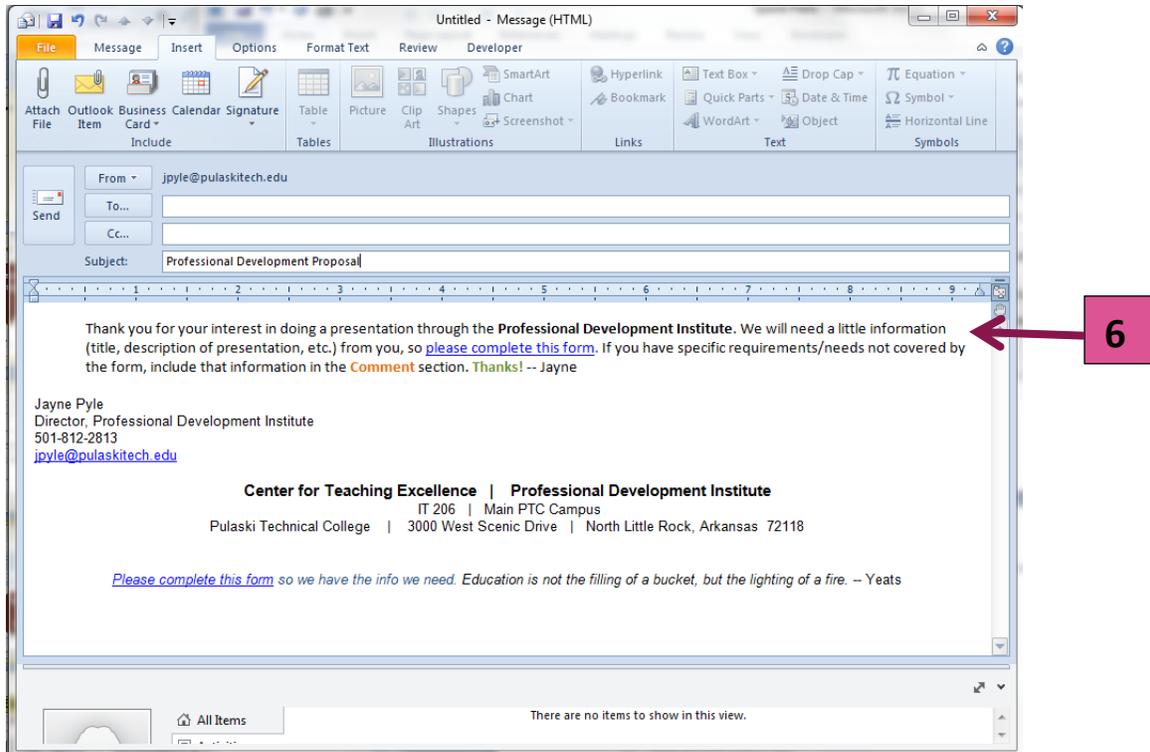
7. A small box will pop up. Click “Signatures” to begin.
  - a. Name your new Quick Parts building block.
  - b. Add a short description.
  - c. Note that the Options section gives you choices for how to insert the text.
  - d. Click OK to create the new building block.



8. Your new Quick Parts building block has now been saved.

## How to Insert a Quick Parts Building Block

1. Open a new email.
2. Put your cursor where you wish to insert the text block.
3. Click the Insert Tab.
4. Click Quick Parts, in the Text section.
5. Select your new building block from the pop-up list.
6. Your text block should now appear in your email, just as you formatted it in the previous steps.



### Notes

- You can create multiple building blocks.
- Building blocks can be inserted into emails you reply to or forward, as well as to new email.
- You can delete a building block, but you cannot edit one. Right-click on the building block (from Step 5 above), and select "Organize and delete" from the pop-up window. Highlight the block you no longer want and select "delete."
- Since you cannot edit the actual block, only the properties, you will have to recreate them and save them again.
- Quick Parts is available in Word as well.