

To Send Using a Template:

1. Open the **Templates** folder to view the template messages.
2. Highlight the desired template message.
3. Select **Compose, Forward** from the menu bar OR click on the **Forward** button on the toolbar. The *Message Assistant* dialogue box appears.
4. Add information to all required fields.
5. Enter note or insert attachment.
6. Select **File, Send** from the menu bar OR click the **Send** button. The message will be transmitted and after transmission will be stored in the **Sent Messages** folder. Your template will remain in the **Templates** folder.

To Edit a Template:

1. Select the **Templates** folder in the *Mailbox*.
2. Double-click on the template message you wish to modify. The *Message Assistant* dialogue box appears. Edit and modify as required.
3. Select **File, Save** from the menu bar.
4. Select **File, Close** from the menu bar. The file is saved to the *Templates* folder.

Exercise

Create a template, name it "C4 Training", and add all users in training room to the template. Move the template to the *Templates* folder. Using your new template, modify the contents add some text and send it.