

To use a template:

1. From the File menu, choose New.
2. From the submenu, click Choose Forms.
3. In the Choose Forms dialog box, select a Templates in File System from the Look In: field
4. Select the template to use.
5. Choose Open.

To create a template:

1. Compose the message you want to use as a template.
2. From the File menu, choose Save As.
3. In the File name text box, type a name for the template.
4. In the Save as type drop-down list box, select Outlook template.
6. Make sure the Save list displays the drive and path containing the Outlook templates.
7. Choose Save.
8. Close the window without saving any changes.

To use a form:

1. From the File menu, choose New, click Choose Form.
3. In the Choose Form dialog box, from the drop-down list box, make sure Standard Forms Library is selected.
4. Select the form, and then choose Open.
5. In the New [Sample Form] window, enter the information.
6. If necessary, on the toolbar, click the Send button.

To create a form from another program:

1. In Outlook, from the File menu, choose New.
2. From the New submenu, choose Office Document.
3. In the New Office Document dialog box, select a document type, and then choose OK.
4. In the message box that designates whether to prepare the document as a message, select an option button, and then choose OK.
5. From the Tools menu, choose Forms, Design this Form.