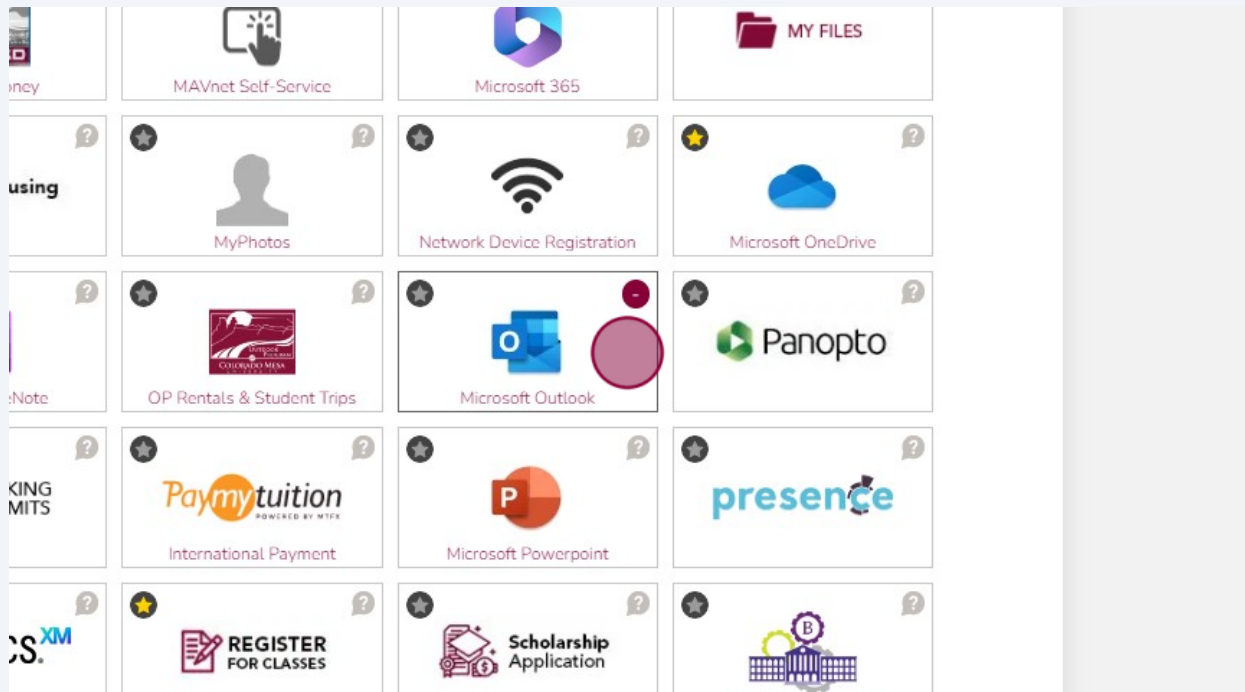


Create Email Templates in Colorado Mesa University's Outlook

How to create a saved email template to modify later in the CMU Outlook online app.

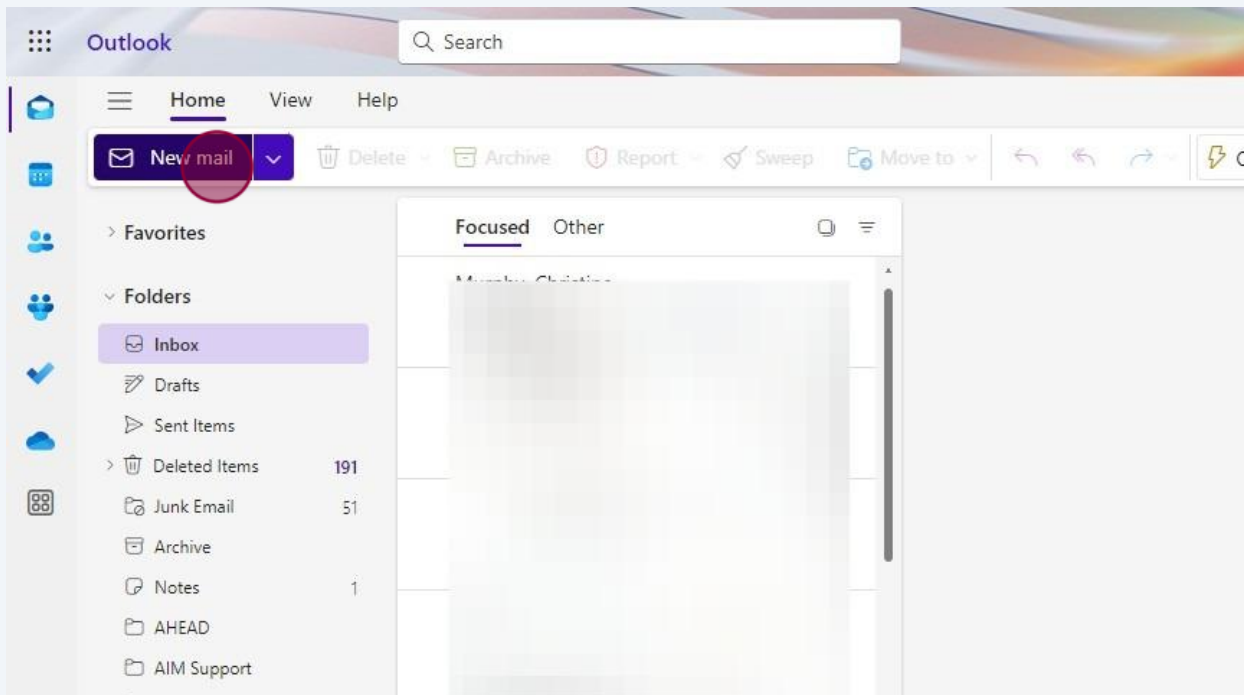
1 Navigate to [MAVzoneApplications](#)

2 Click "Microsoft Outlook" from the list of applications in MAVzone

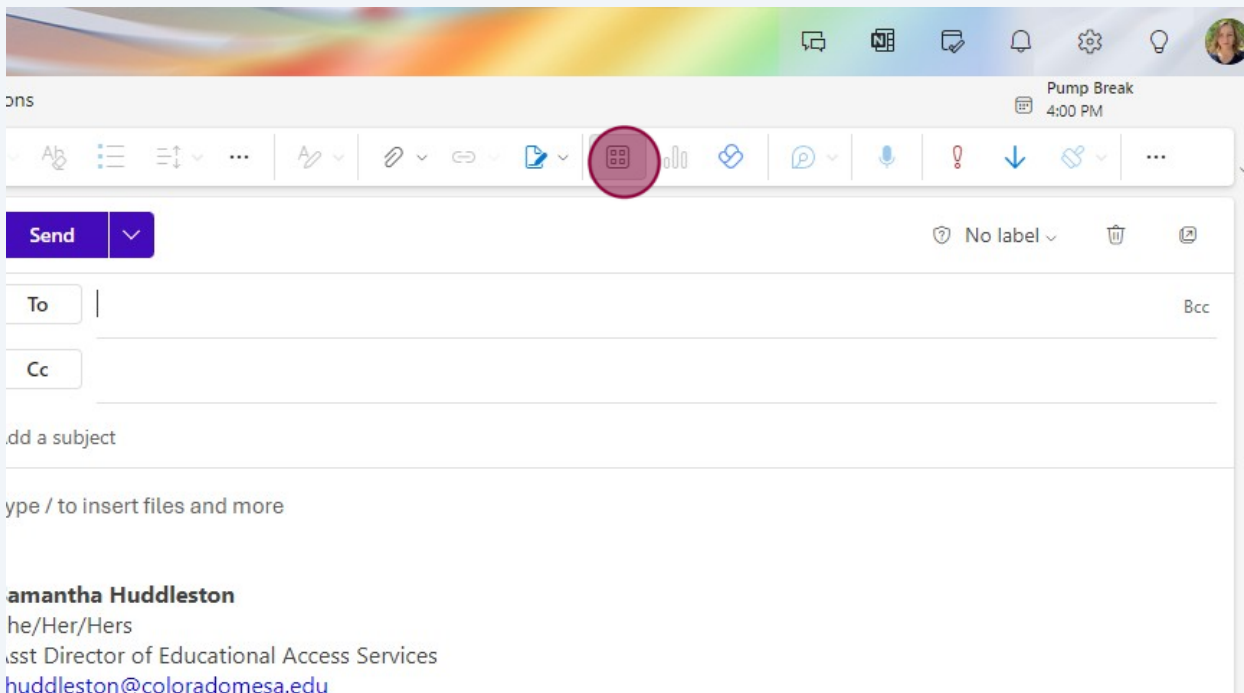


Create Outlook Email Template

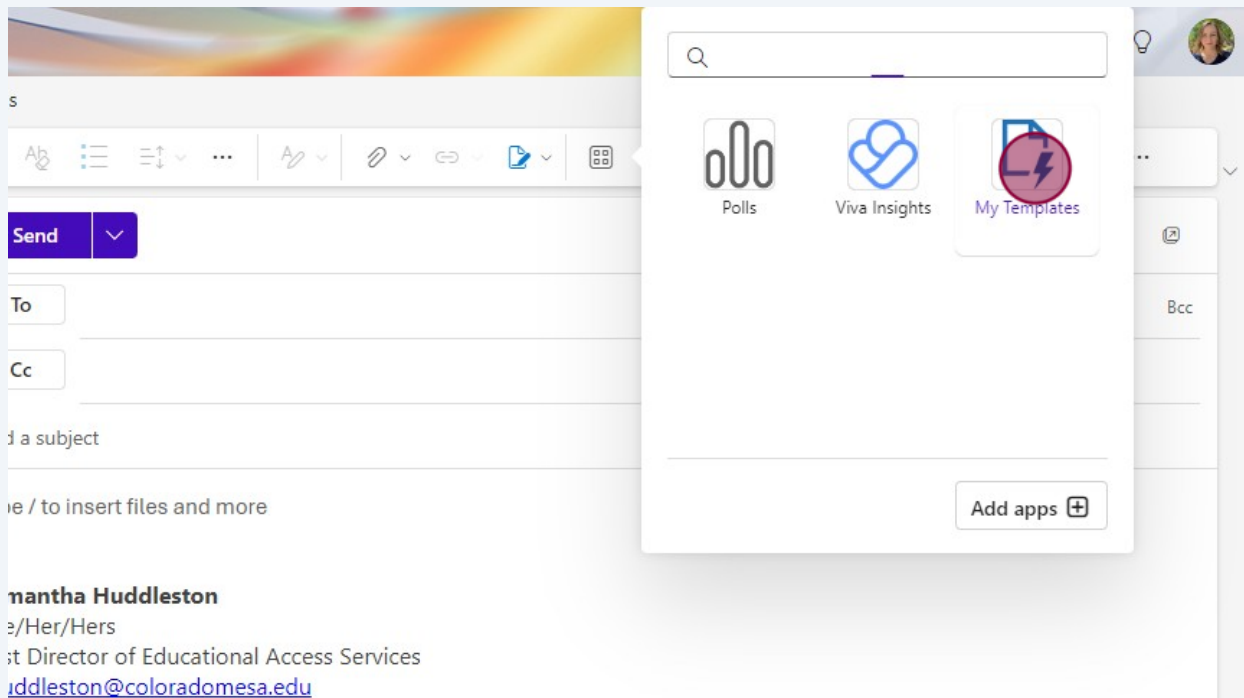
3 Click "New mail" in the top left.



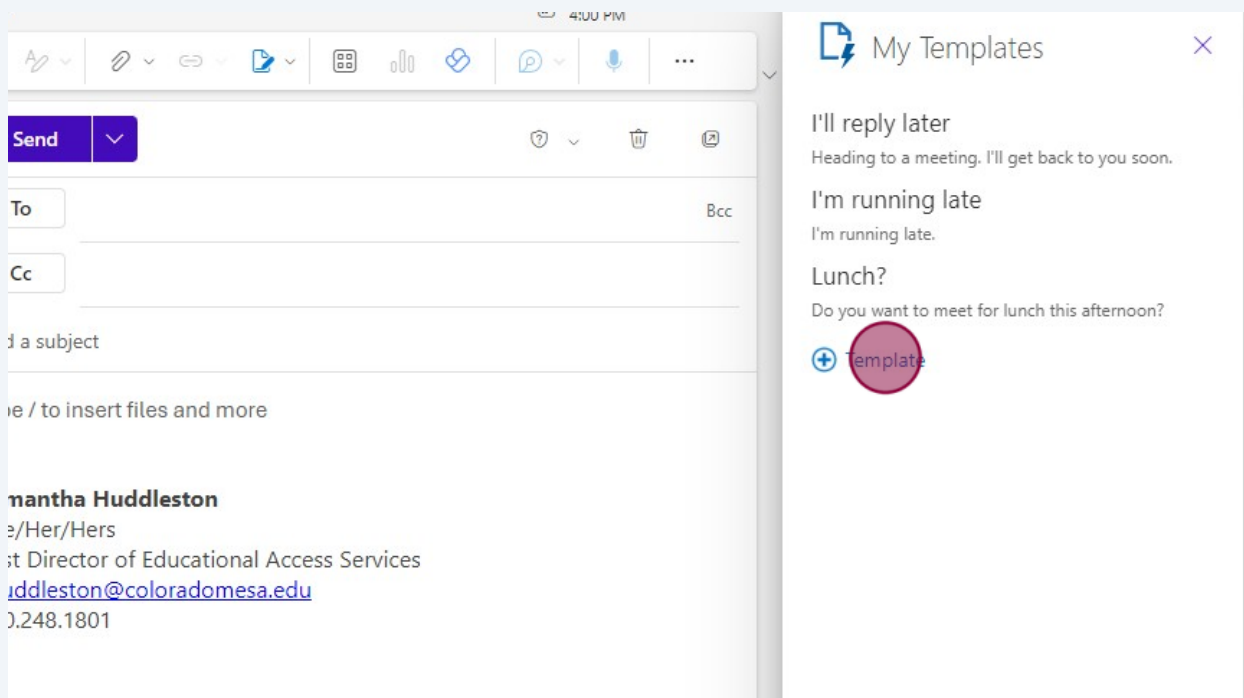
4 Click the waffle icon labeled "Enhance Outlook with apps." This is found under the "Message" ribbon when sending a new email.



5 Click "My Templates" from the pop out menu.

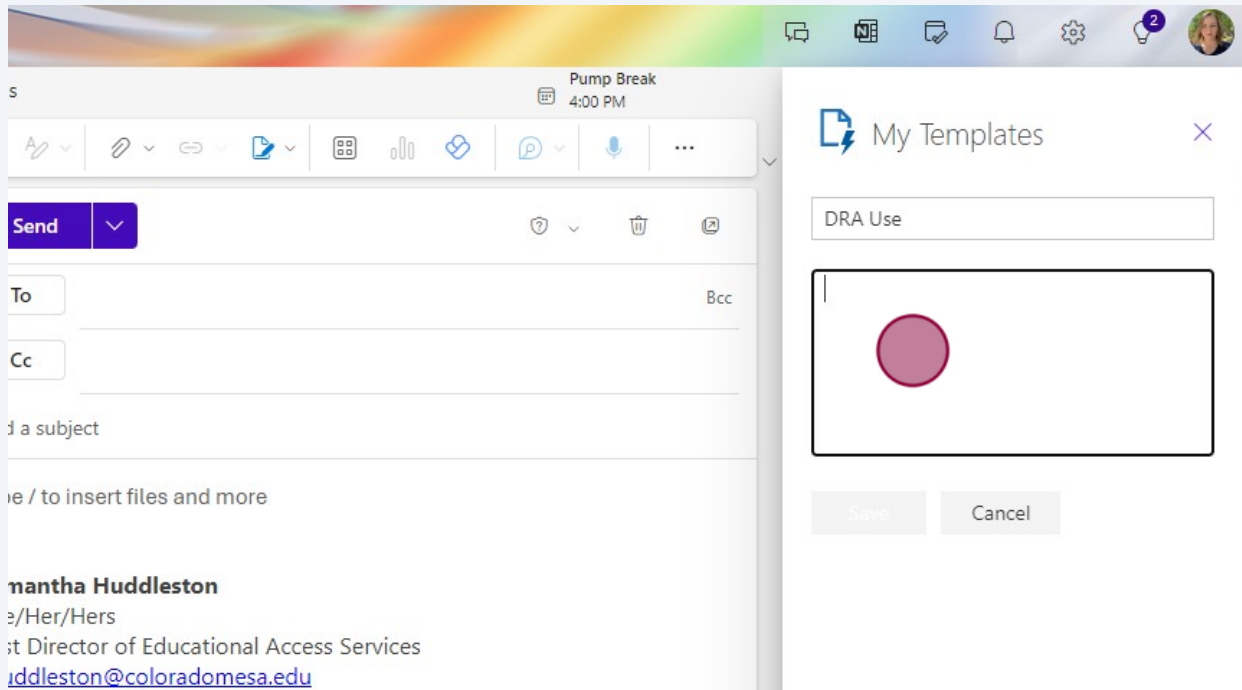


6 Click the plus "Template" link on the right, side menu.



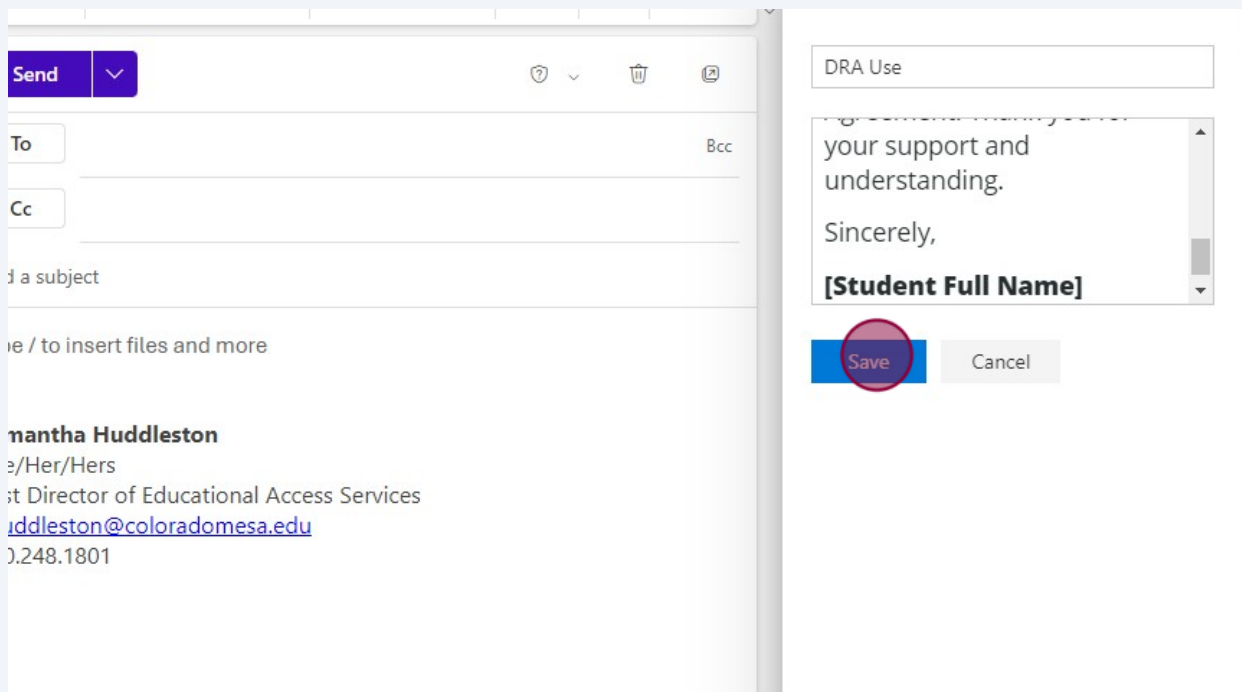
7

Add a title for the template and the content for the email. This can be copied from the [Student Flexibility Email Template](#) on the EAS website or typed directly into the space.



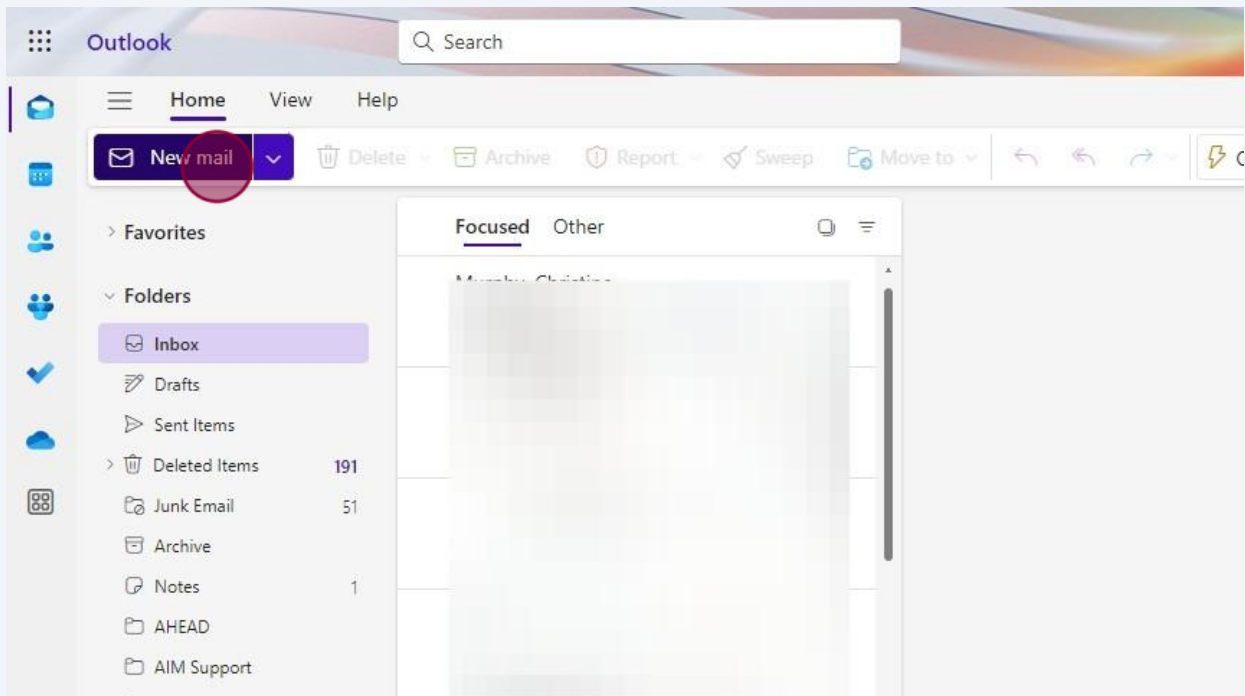
8

Click "Save"

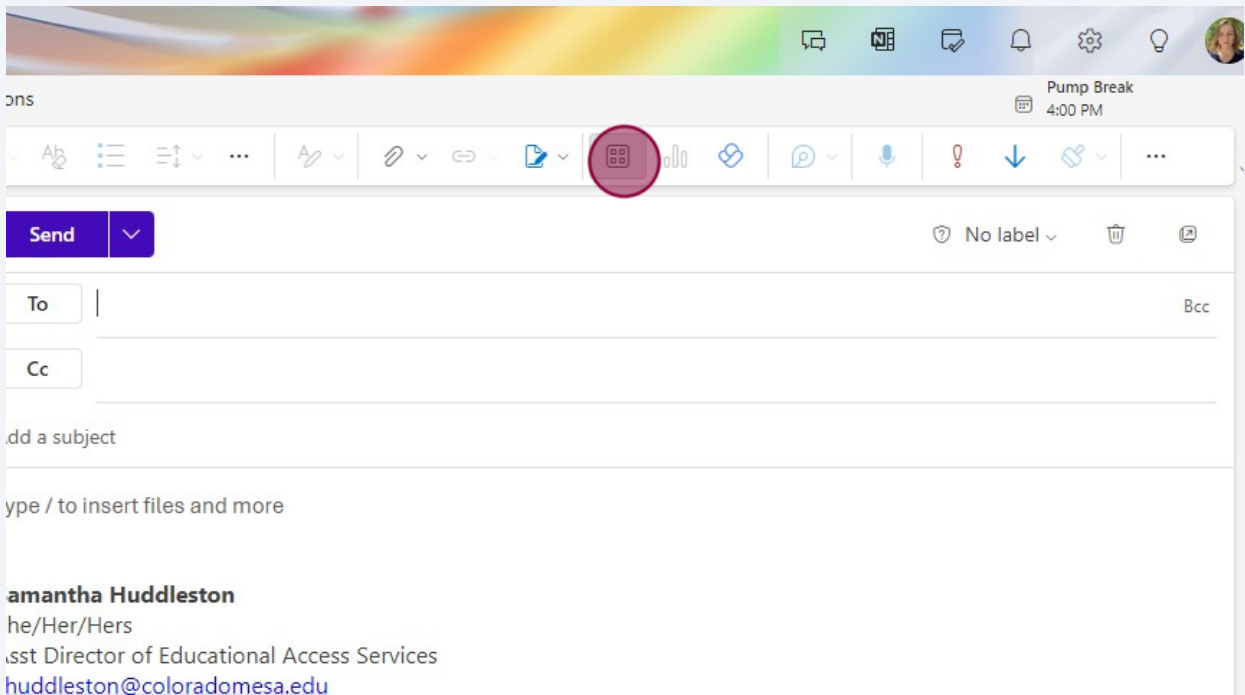


Using a Template

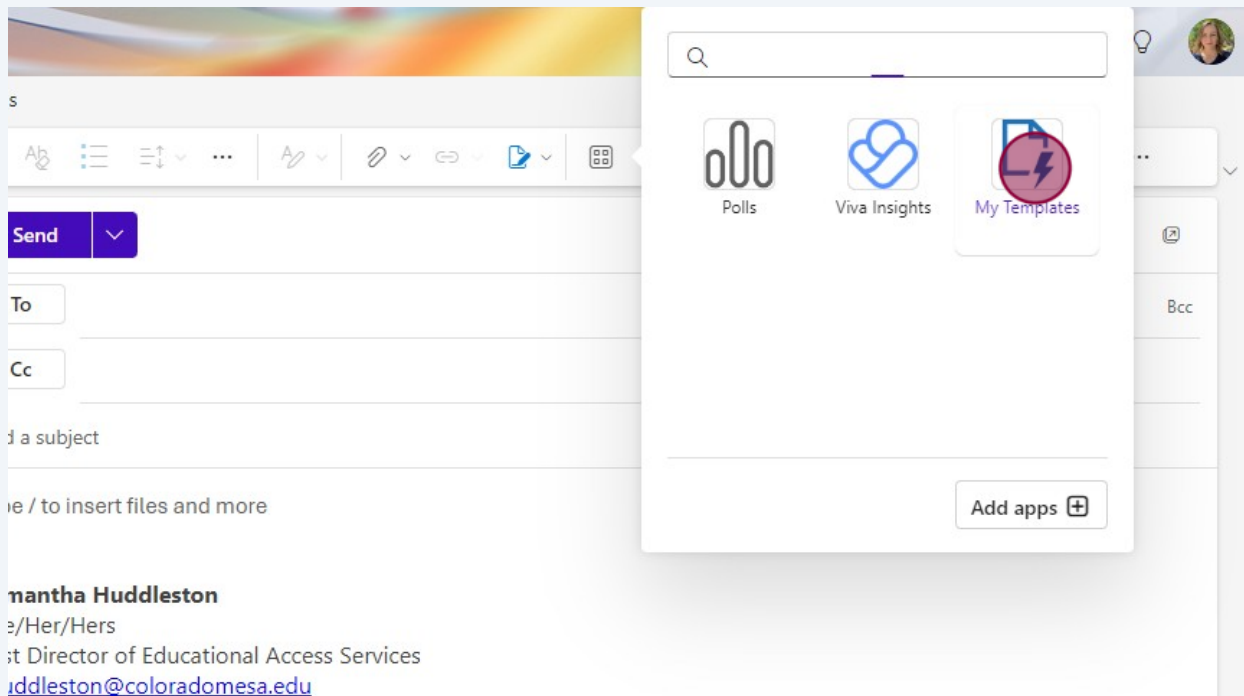
9 Click "New mail" in the top left of Microsoft Outlook online app.



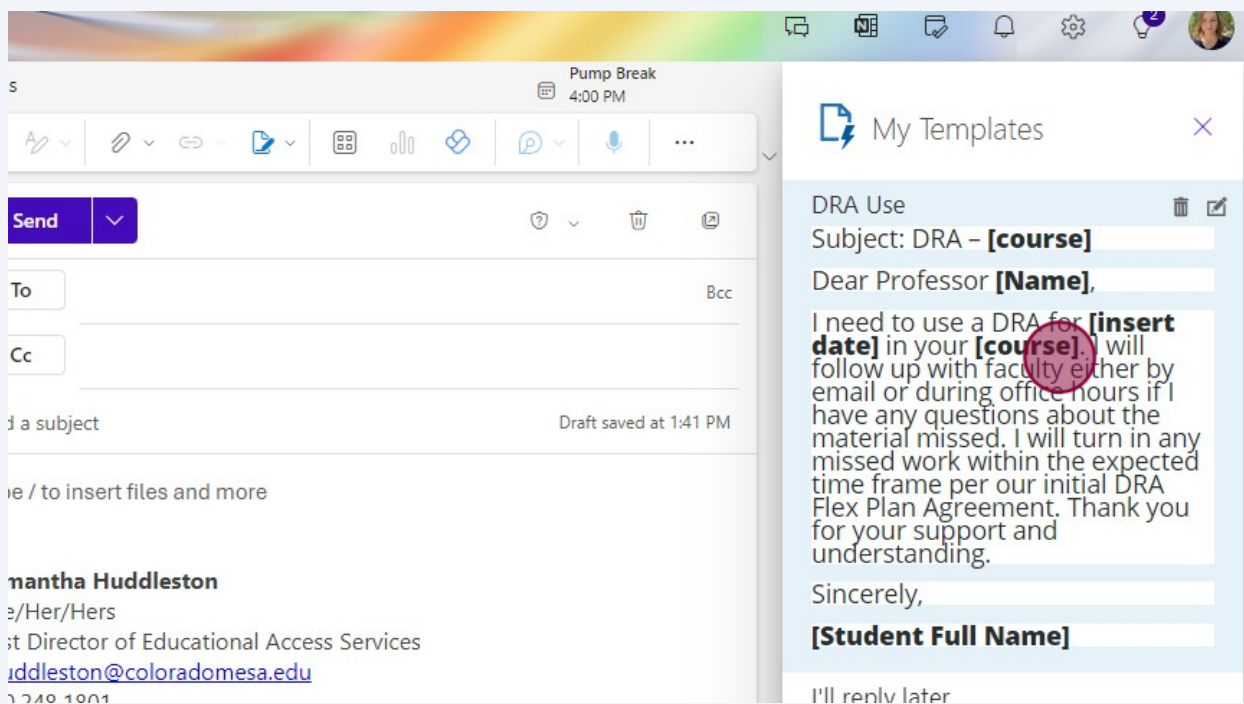
10 Click the waffle icon labeled "Enhance Outlook with apps." This is found under the "Message" ribbon when sending a new email.



11 Click "My Templates" from the pop out menu.



12 Click on the created template which will insert it into the active email.



13

Customize the email content from the template to meet your communication needs.

The screenshot shows an email composition interface. On the left is a sidebar with a list of recent emails. The main area is for composing a new email. At the top right is a 'Send' button. Below it are fields for 'To', 'Cc', and 'Add a subject'. The subject line is pre-filled with 'Subject: DRA - [course]'. The body of the email contains a salutation 'Dear Professor [Name],', a paragraph of text explaining the need for a DRA, and a closing 'Sincerely, [Student Full Name]'. A red circle highlights the '[course]' placeholder in the subject line.

10:00 AM
ado Mesa University ...

aining Kic... 8:44 AM
kick off our first Conti...

Services
ted for EA... 8:44 AM
x Plan agreement has...

Services
d for EAT 2... 8:40 AM
instructor review the ...

binars
Big Glean ... 8:36 AM
ntha Huddleston, Tha...

Send

To

Cc

Add a subject

Subject: DRA - [course]

Dear Professor [Name],

I need to use a DRA for [insert date] in your [course]. I will follow up with [facu](#) during office hours if I have any questions about the material missed. I will turn within the expected time frame per our initial DRA Flex Plan Agreement. Thank you for your help and understanding.

Sincerely,
[Student Full Name]