

Setting up Stationary in Microsoft Outlook

Make sure the html document you will be using as your email template/stationary is saved on your computer.

Open Microsoft Outlook, from the top menubar select "Tools / Options".

Click on the "Mail Format" tab of the popup window.
Under the "Message Format" section select "HTML" from the "Compose in this message format:" dropdown.

Under the "Stationary and Fonts" section click the "Stationary Picker" button.

Click the "New" button.

Enter a name for your stationary, then under "Choose how to create your stationary" select "Use this file as a template" and click "Browse".
Locate and select the html document you saved earlier to be used as your stationary.
Click "Next".

Then click "Cancel", "Cancel" and once more "Cancel".
If you click "OK" at this point any font styles that have been already set up within the html file will be overwritten with the font style displayed here.

Your stationary template has now been set up.

To open a new email using this template, from the top menubar select "Actions / New Mail Message Using" and then choose the new stationary you have just set up – you will see its name displayed here.

Text within the page can be altered - areas of the stationary can be deleted or overwritten.