Outlook Quick Parts

Using Quick Parts to quickly add frequently used text to any email.

Quick Parts Summary

If you find yourself sending messages with the same content frequently, or copying and pasting templates from other emails to get started, Quick Parts could be very helpful to you.

By selecting any section of text and saving it to your Quick Parts Gallery, you can drop that same text into another email in just a few clicks. For the purpose of this guide, we will use conference line dial-in information as an example.

Finding Quick Parts

By default, the Quick Parts options are visible on the Insert tab of a new email message:
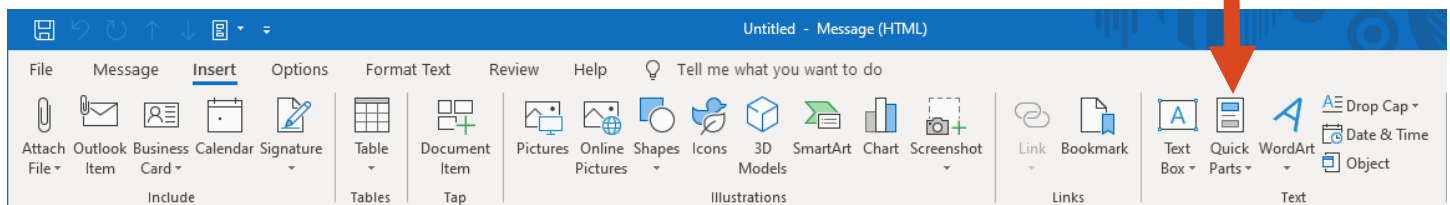
## (Optional) Adding to Quick Access Toolbar

For quicker access, you can add the Quick Parts menu to more convenient locations, so you don't need to switch to the Insert tab. The quickest way is to right click the Quick Parts menu and select **Add to Quick Access Toolbar**. This adds the menu to the top left of the email window by the save, undo, and other default options as pictured below:
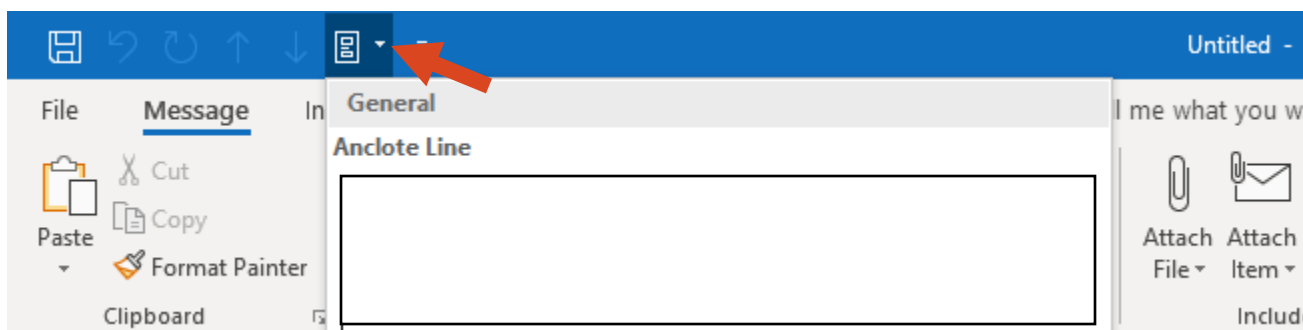

(Optional) Customizing the Ribbon

To customize the ribbon, go back to the Message tab and right click in the ribbon to choose **Customize the Ribbon**. In the window that appears, add a new group under the "New Mail Message" tab on the right side. I named this new group "Quick Parts" and Outlook adds the "(Custom)" suffix automatically. Next, in the drop down above the left side change Popular Commands to All Commands. Scroll down to Quick Parts, and "Add >>" it to your new custom group. The result should look like the image on the next page.
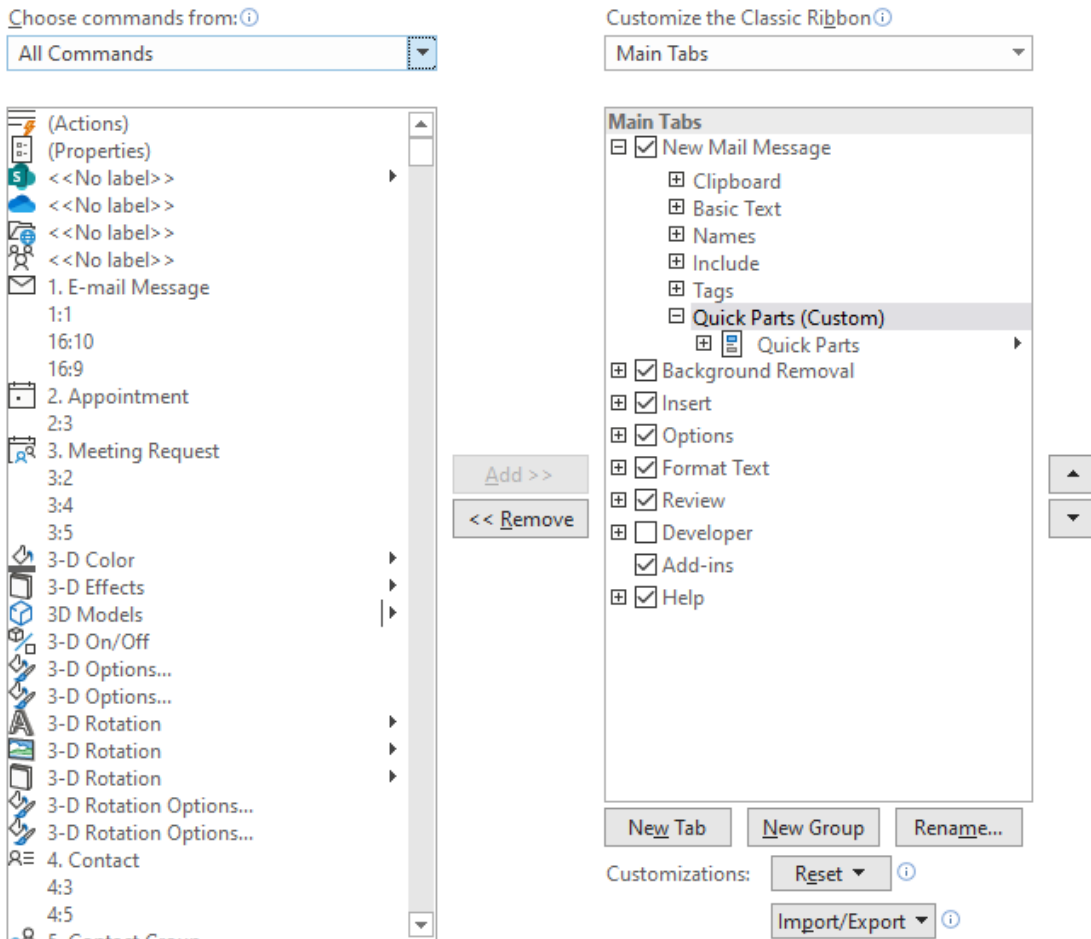
And the end result is:
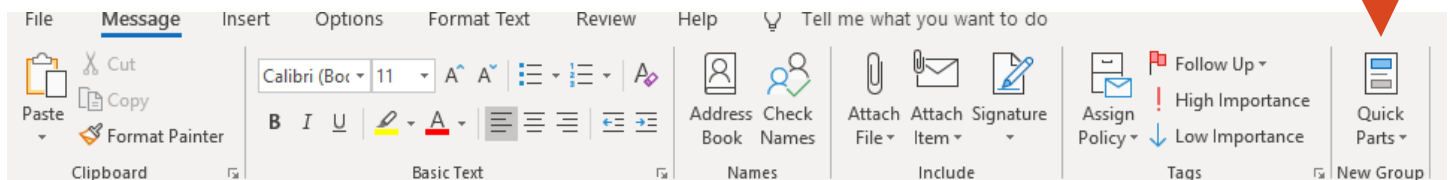
Creating a Quick Part

You add your own Quick Parts by selecting the text that you want to reuse and then opening the menu. At the bottom is a **Save Selection to Quick Part Gallery…** option. A Create New Building Block window will appear, where you can name the part. In most cases, the rest of the settings are fine as their defaults. Once you are finished and click OK, the process is completed and that selection will now appear under quick text.

Placing a Quick Part

You can add a Quick Part by opening the Quick Part Menu and clicking the entry for the text you want. Additionally, if you type some or all of the name of your Quick Part and press F3, Outlook will replace it with the part that matches. It's recommended that you name your Quick Parts in a way that makes the beginning unique – this minimizes how much you have to type before pressing F3.