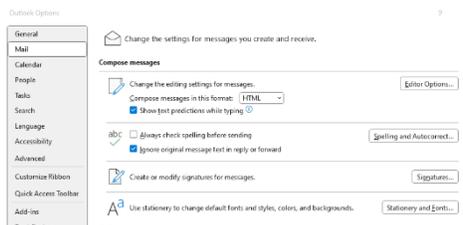
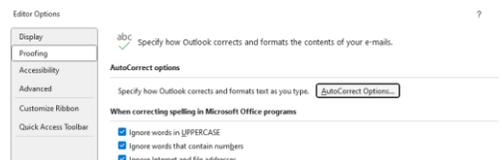


AutoComplete in Outlook

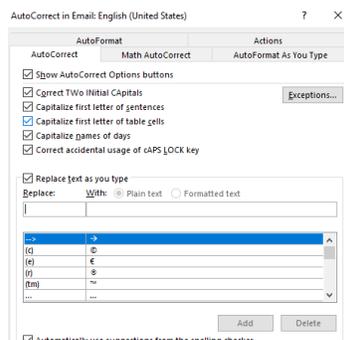
1. Start with creating a new email and adding all the repeatable content to the body of the message.
2. Select all the text. (Ctrl A)
3. Click the File tab in the ribbon and then choose Options from the lower left of the backstage.
4. In the Options window select the Email category on the left, if necessary.
5. Click the Editor Options button in the upper right of the window.



6. In the Editor Options window, select the Proofing category on the left.
7. Click the AutoCorrect Options button in the upper right.



8. The selected text should be displayed in the With field. You can choose to use the formatting or not by using the radio buttons above the Replace and With fields.
9. In the Replace field, type in the acronym you would like to use to enter the text in the With field.



- a. Use acronyms that are easily remembered and descriptive.
- b. Tap the Add button.



Created by
Brian Ireson

10. Add as many AutoCorrects as needed.
11. Click the OK buttons until you have exited all the options windows.

To use AutoCorrect, simply type in your acronym and tap Enter.