



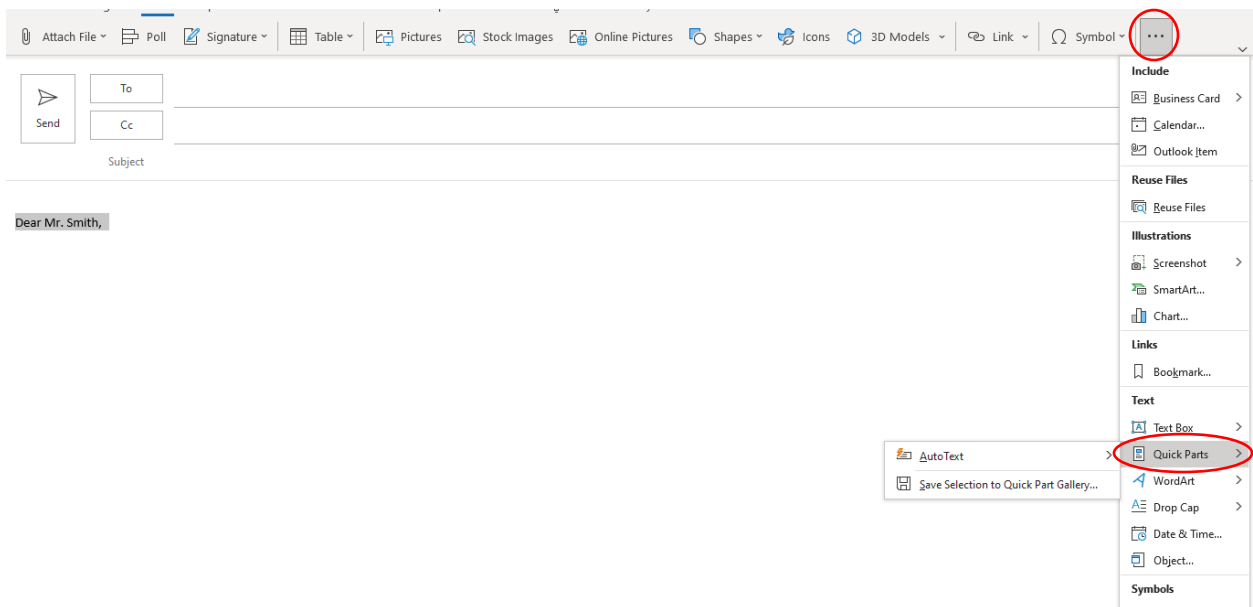
## Quick Parts in Outlook

Quick Parts is a Microsoft Outlook feature in which you can create and reuse pieces of content, including AutoText, document properties, and fields.

### Accessing the Quick Parts Features

Here's how you do it:

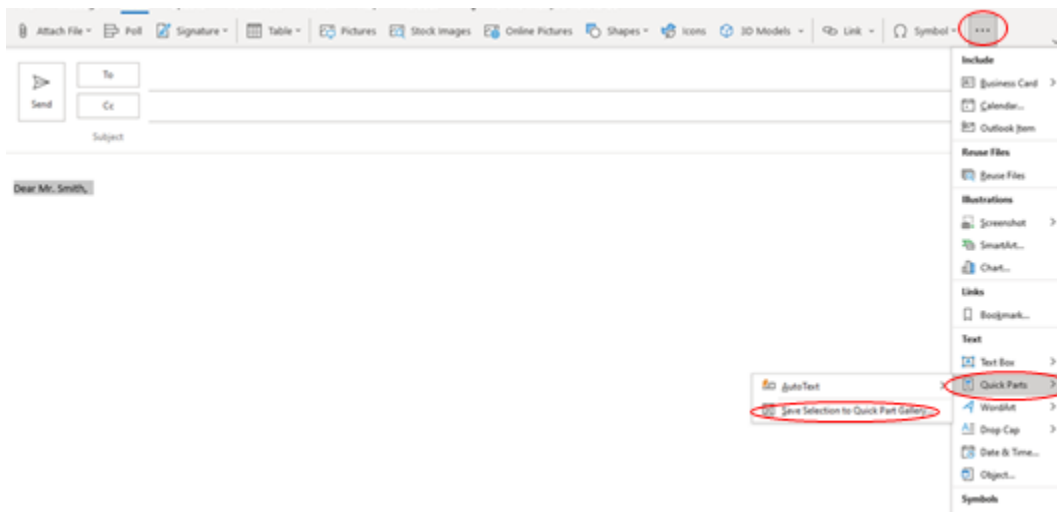
1. Within an email in Outlook, go to the ... in the toolbar at the top of your screen and click **Quick Parts**.



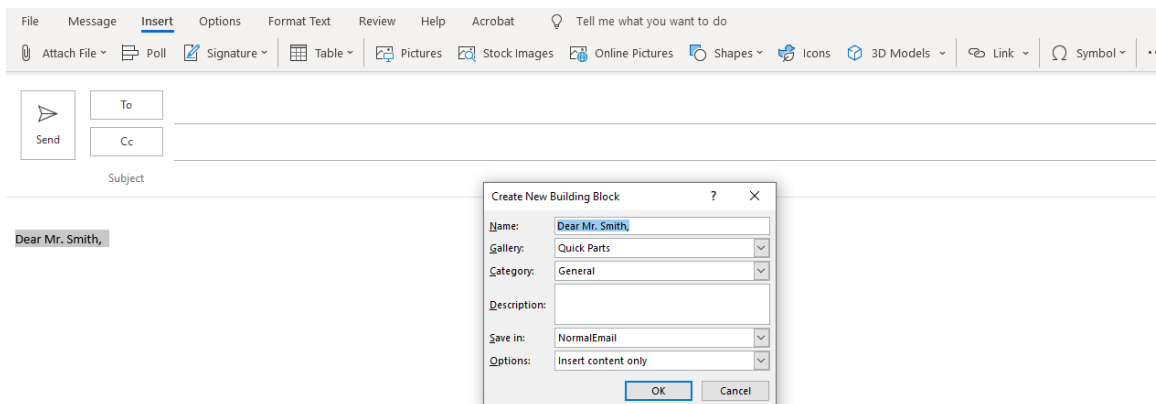
2. From here, you can play around with the different options for creating, customizing, and deleting your quick part selections. See the next several sections for how to access each of these features:
  - [Creating a Quick Part](#)
  - [Adding a Quick Part to an Email](#)
  - [Renaming a Quick Part](#)
  - [Deleting a Quick Part](#)

## Creating a Quick Part

1. Open an email and create the text that you want to make into a quick part.
2. Highlight the text that you want to make into a quick part.
3. Within the Outlook email, go to the ... in the tool bar at the top of your screen.
4. Click **Quick Parts**.
5. Select the **Save Selection to Quick Parts Gallery** option.



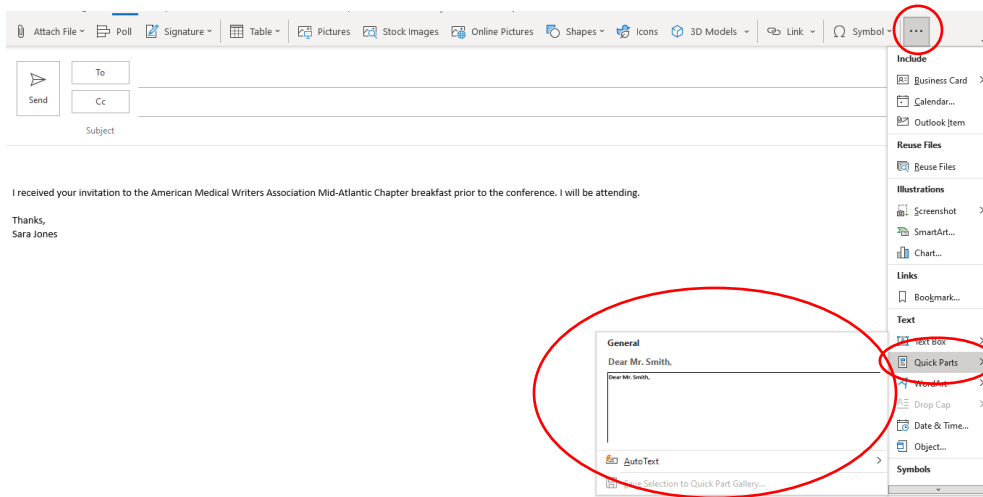
6. From here, you can give the quick part a name, change the description, and then click **OK** to save it to the gallery.



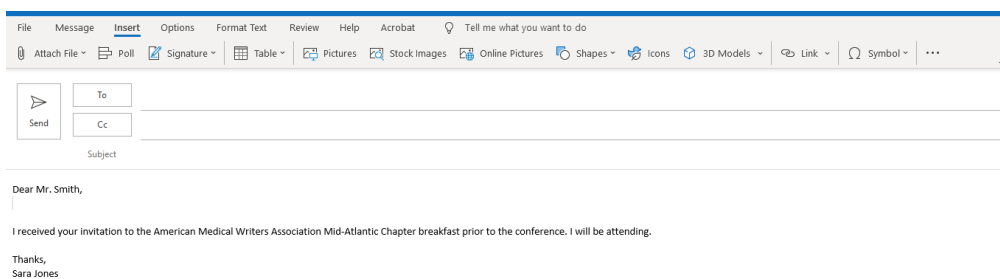
## Adding a Quick Part to an Email

1. Place your cursor where you want to add the selection from the **Quick Parts** gallery.
2. Within the Outlook file, go to the ... in the toolbar at the top of your screen.
3. Click **Quick Parts**.

4. Choose the selection that you want to reuse.

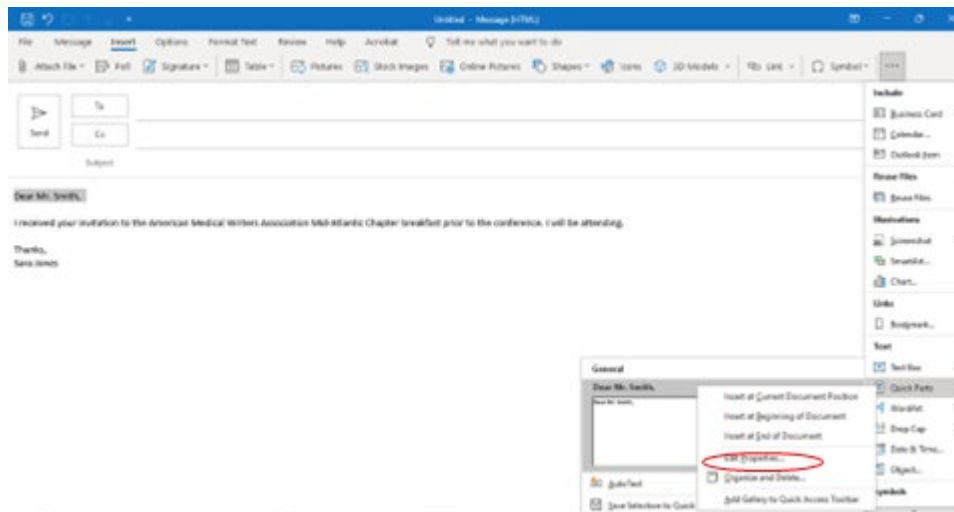


5. The selection will then appear where the cursor was placed in the email.

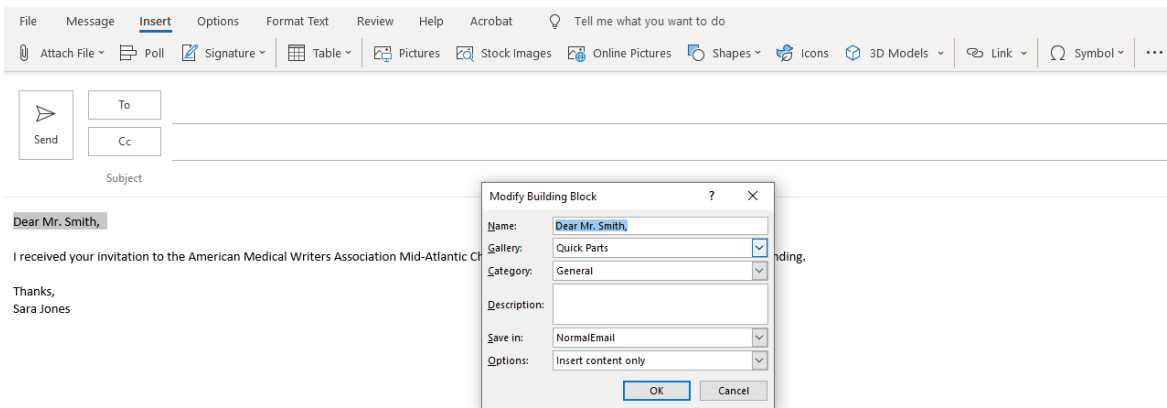


Renaming a Quick Part

1. Within the Outlook file, go to the ... in the toolbar at the top of your screen.
2. Click **Quick Parts**.
3. From there, right-click on the name of the building block you want to rename and click **Edit Properties**.

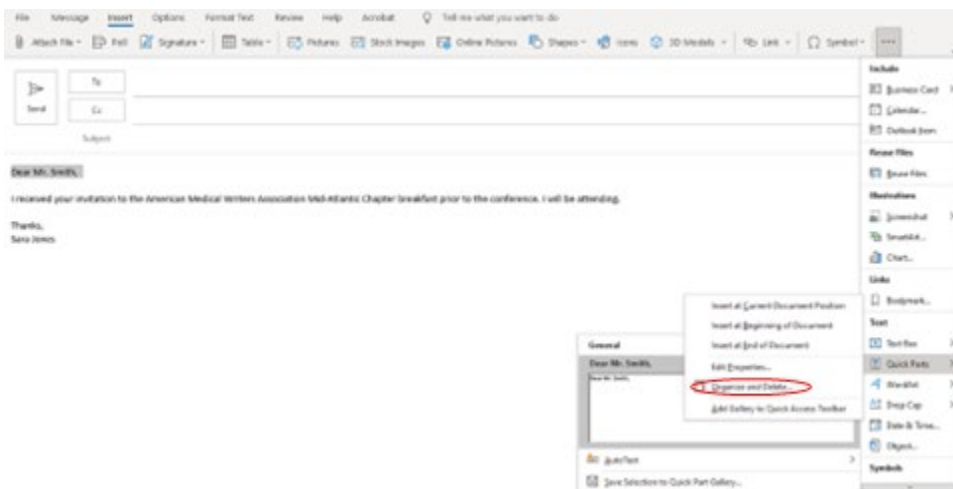


4. A **Modify Building Block** dialog box will pop up, allowing you to edit the name and description of the quick part.



### Deleting a Quick Part

1. Within the Outlook file, go to the ... in the toolbar at the top of your screen.
2. Click **Quick Parts**.
3. Right-click on the name of the building block you want to delete and click **Organize and Delete**.



4. Select the entry you wish to get rid of and click **Delete**.