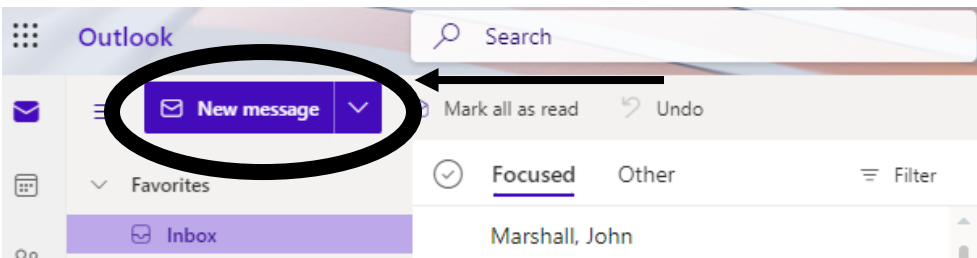# How to add Email Templates in Outlook Online 365
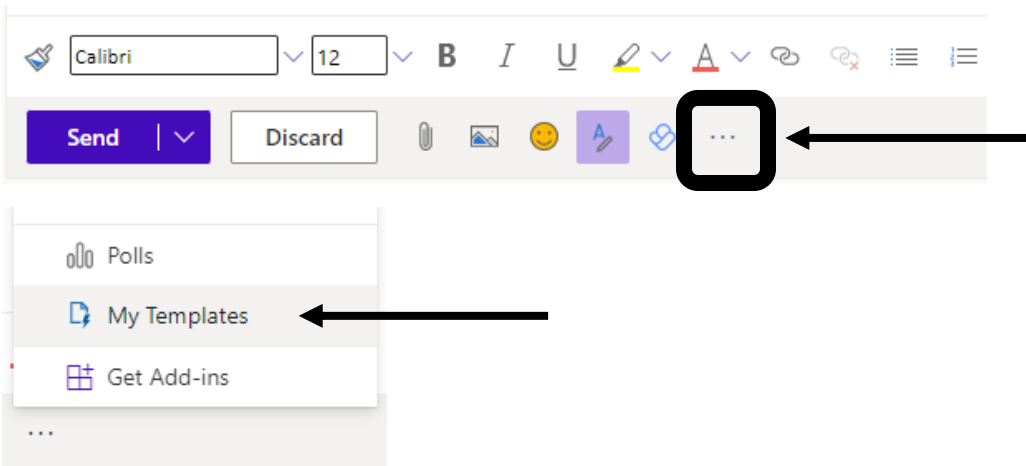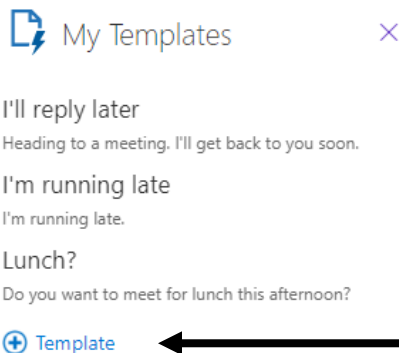
Step 1 Open Outlook Email via MAVzone.

Step 2 Select a New message in the top right corner of Outlook.

Step 3 Find the 3 dots on the lower toolbar of the message. Select My Templates from the menu.

Step 4 Select the + Template button on the right-hand pop-up.

Step 5 Title the template something to help you remember what the template is for. Paste an EAS-provided template or create an email in the body below the title. Save.

My Templates ✕

DRA Instructor Agreement Convo

you have any questions about this accommodation, please contact EAS.

Sincerely,

[Student Full Name]

Save   Cancel

Step 6 To use the template, click on the template and it will appear in the New message box. Be sure to add a relevant subject for your email's recipient as well as change any information that may need customization in the message.