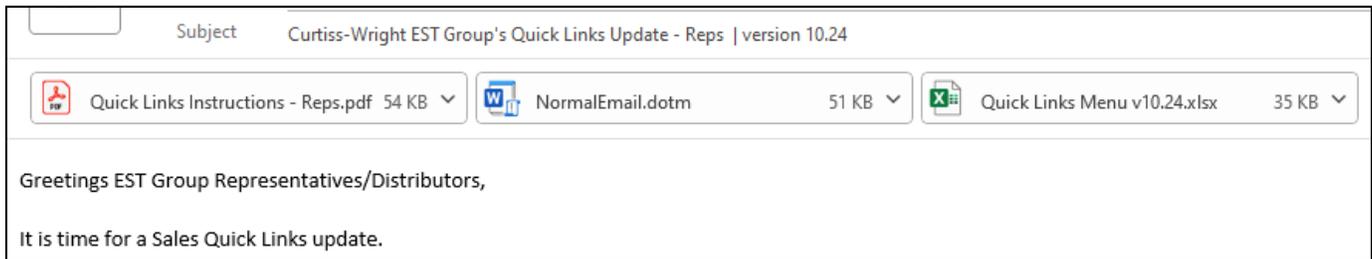


Quick Links Installation & Update Instructions

Note: Outlook must be closed to install/update Quick Links

Step 1: Copy *NormalEmail.dotm* & *Quick Links Menu* files from email to your desktop.



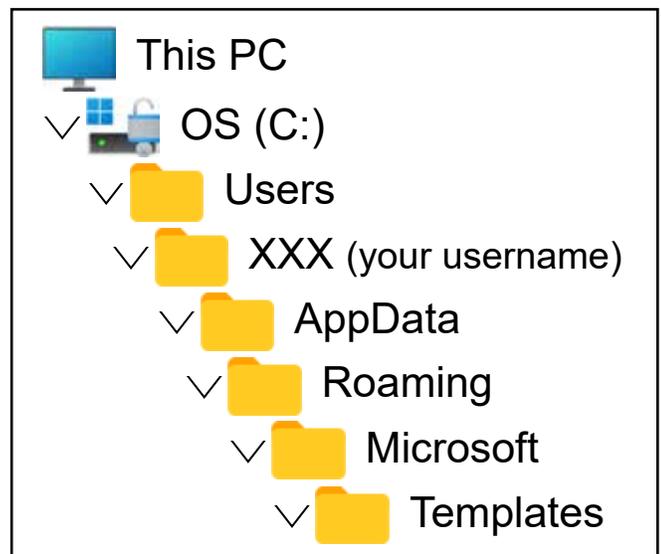
Step 2: Close Outlook

Step 3: Copy the *NormalEmail.dotm* file to the following location on PC/Tablet/device:

C:\Users\XXX*\AppData\Roaming\Microsoft
\Templates (*XXX = your username)

Note: the new .dotm file will replace any existing Quick Parts file. If you have created additional Quick Parts, save them to a separate file prior to updating.

Step 4: Open Outlook. Updated Quick Links will be available.



(directory sample, configurations may vary)

Using Quick Links:

- **Step 1:** Open *Quick Links Menu* file for a list of links
- **Step 2:** Open a new email in Outlook
- **Step 3:** Type your message, e.g. - "Check out this animation"
- **Step 4:** Type corresponding Quick Link reference #: e.g. 213
- **Step 5:** Hit the F3 key

Sample result:

