

OFT Template Instructions

What is an OFT file?

An OFT file is an email template created by Microsoft Outlook, a popular email client for Windows. It contains an email message, which may include a message and pre-formatted layout that can be used for creating custom messages with a similar appearance. Microsoft developed the Outlook File Template (OFT) format to allow Outlook users to save message content and designs in a reusable format.

Using the OFT file.

Create a folder on your desktop titled "email templates." Save down the OHy Healthy .oft files to the new folder on your desktop. Now go to Outlook. You can open OFT files with Microsoft Outlook. To open an OFT file with Outlook, select the **NEW ITEMS** dropdown arrow, and click **More Items → Choose Form**. Select the "Look In" dropdown menu and choose "User Templates in File System" to locate the custom OFT template we created for your use. Select **BROWSE** to navigate to the desktop folder you created and click **OK**. The OFT files you downloaded will now appear in the box below. Select the email you'd like to use and select **OPEN**. A new email window will open, ready to use with the template installed.