

# Outlook Templates

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## Outlook Templates Managing and Administrating Templates for use within the SME and Basic Version

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Outlook Templates is a Microsoft Outlook application that can be used to manage and share Outlook Templates. The manual is solely for the SME and Basic version of Outlook Templates, other versions will differ in functionality and availability of functions. Outlook Templates is a product to manage and work with Template management for the products Microsoft Outlook 2003 to Microsoft Outlook 2010.

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## Outlook Templates Basic & Outlook Templates SME

Outlook Templates is the new Outlook Templates Manager from Avian Group Pte Ltd.

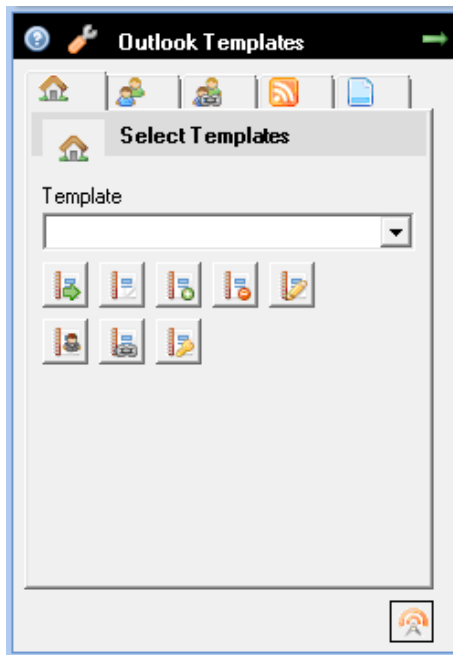
**Please notice that Outlook Templates Basic is not able to backup or store templates on the central server. This function is only available for clients who use SME, Team or Team+ versions.**

Thank you for using the new version of Outlook Template manager, template management used by professional Outlook users around the world.

With Outlook Templates, you are able to manage and maintain your outlook templates in an easy way, without having to suffer using drafts, notes or other non-productive measures in the basic Outlook product.



## Select Templates



### Insert Template

By clicking the button **Insert Template**, will insert the selected template from the drop down list into the e-mail body at the point of where the cursor is located in the email, or replace the highlighted/selected area.

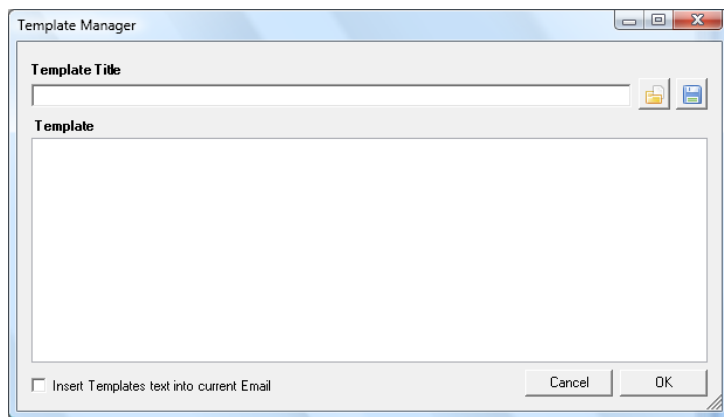
Templates can only be inserted into Emails that are editable, and not change emails that have been received.



### New Template

New Template will create a new template that you can use for future emails.

Creating a Template can be done by highlighting text from an email, import text from a text or rtf document, or simply type in text within the template text editor itself.



By creating a template you must choose a template name that is longer than 5 characters.

After you have created the template you have the option to directly insert the template into the email you are currently working on, by checking the checkbox in the lower right corner, before you click “OK” to save the template.

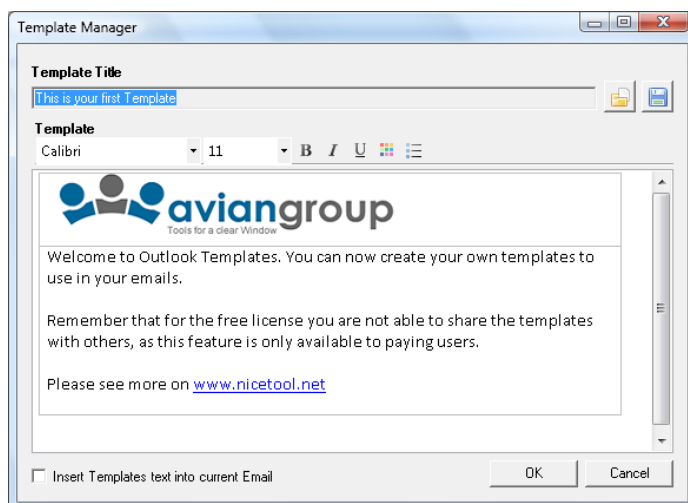
Optionally you can import TXT or RTF files that have been created by external sources like Microsoft Office, Write, Notepad or other plain text, or RTF enabled document editors.

Do know that templates will for Basic version, only be stored on the local computer, and not saved onto an online server.



## Edit Templates

Select an Template you wish to edit in the dropdownlist and then press the button named “Edit Templates”.



You will now have the option to edit the Template text. Press the button “OK” when you are done editing.



### Delete Template

When selecting this option you can delete the template you selected in the drop down list. This option will delete the template and history without any option to get the template restored again. So make sure you wish to delete the template before confirming that you really wish to delete it.



### Add Shared Template

This function is not available to users who use Outlook Templates **Basic** or Outlook Templates **SME**.



### Restore Templates

All active templates will be updated with the most recent template from the backup server.

This option is not available for Outlook Templates **Basic** versions.



### Manage Rights

This function is not available to users who use Outlook Templates **Basic** or Outlook Templates **SME**.



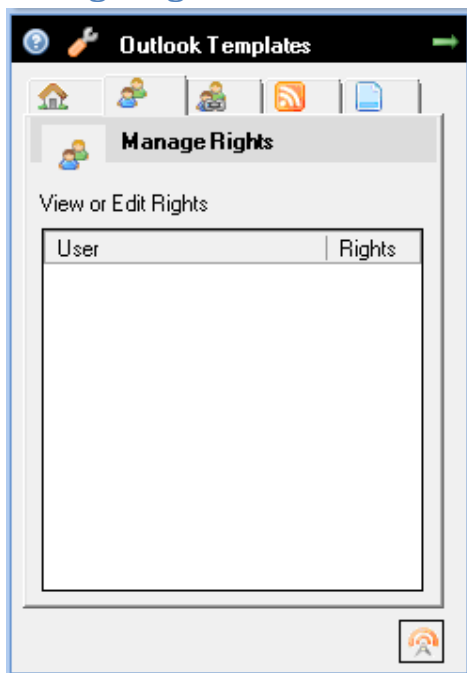
### Linked Users

This option is not available for Outlook Templates **Basic** and Outlook Templates **SME** versions.

### Active Directory Status

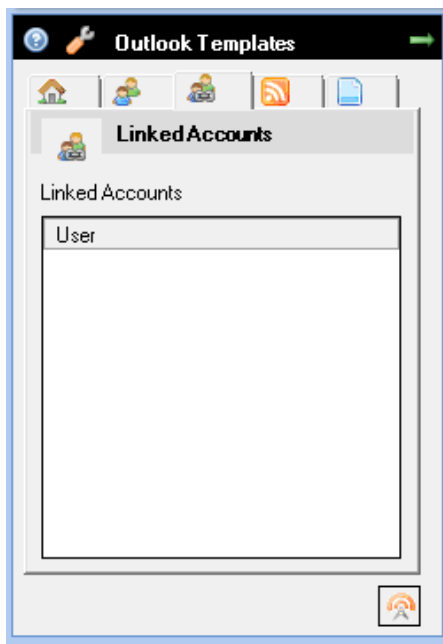
This function is not available to users who use Outlook Templates **Basic** or Outlook Templates **SME**.

## Manage Rights



This option is not available to Outlook Templates **Basic** and Outlook Templates **Free**.

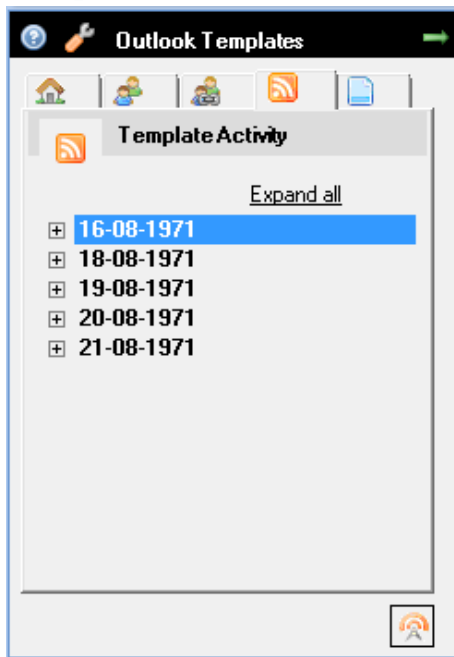
## Linked Accounts



This function is not available to users who use Outlook Templates **Basic** or Outlook Templates **SME**.

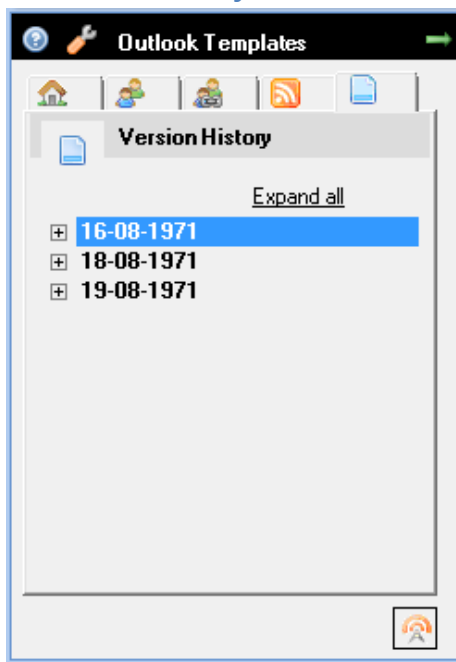


## Templates Activity



**Templates Activity** is not available to users who is using the **Basic** or **SME** version of Outlook Templates

## Version History



**Version History** is not available to users who is using the **Basic** or **SME** version of Outlook Templates

## Proxy and ISA servers

Companies who don't allow direct access to the internet or don't allow browsing to random internet servers need to allow access to the following URL address in their proxy servers before Outlook Templates is able to work.

<http://e311dbf3-64bc-4009-8632-d510efe658b3.24754d5a-46b5-48e9-a9b0-b349803efbc9.net>

If access is not made, then it is not possible for the **Outlook Templates SME** version to backup templates online.

## Administration

### Limiting Access

In case that SME's who is running within Microsoft Windows Active Directory, don't wish to store templates on our remote server. Then this function can be blocked by creating a registry key in "HKEY\_LOCAL\_MACHINE\SOFTWARE\Policies\Nicetool.Net\Outlook Templates" with the string value of "True" in a string key named: "RemoveSynch". This will disable all access to creating an account and backing up any templates on the online server.

### Using a local Synchronization/Backup Server

In case the company plan to use a local Synchronization Server. Then all clients need to be redirected to a new URL instead. This is done by creating a registry key in "HKEY\_LOCAL\_MACHINE\SOFTWARE\Policies\Nicetool.Net\Outlook Templates" with the string value of an URL in the string key named "SynchServer" where the server is located.

This could be "http://avian-iis.avian.local", or "https://avian-iis.avian.local". In any case, the full URL must be included – this includes "http", or "https". After the registry has been made, and the server installed, then you can test the registry settings with registry checker tool that is available on request.

Read more about the Synchronization server on the guideline to that application.

Please know that you need to have installed Outlook Templates SME, Team or Team+ version 1.0.2.3 or above for this feature to be available.

## Limitations

When using the **SME** and **Basic** Outlook Template Manager, then you will not have access to a number of functions. These versions can be unlocked by using either Team or Team+

Users using the **SME** version running on a Computer that is connected to a Windows Domain, will only be able to use the application for a limited number of days before they have to switch to the SME version and purchase an license for it. This version is the same as the Basic in all the functions, but a cheaper alternative to the **Team** and **Team+**.

For both the **SME** and **Basic** version, it is not possible to distribute the templates to other corporate users, share the templates with the template portal, or download templates from the portal.

Template management rights are likewise disabled as this function only have use when sharing and distributing templates with other users.

## About Outlook Templates

Outlook Templates was made by Avian Group Pte Ltd, and is both sold on the annual subscription program and as an independent application.

To read more about pricing and licensing please visit [www.nicetool.net](http://www.nicetool.net), [www.5apps.com](http://www.5apps.com) or contact [sales@avian.sg](mailto:sales@avian.sg)

For IT integrators who might be interested in the reseller program please contact us on [sales@avian.sg](mailto:sales@avian.sg) as well.