Personal stationery is a type of template or form for a new message. If you regularly send a message with common information this provides a convenient shortcut.

Example 1:   You send out email with minutes attached after each meeting. Create personal stationery with the Subject and To fields completed and part of the message completed. Then each time you use it, you need to add only the date of the meeting and attach the minutes.

Example 2:   You want to have an alternate signature for use with a certain group of people. Create stationary with this signature and use it instead of a normal new mail message

Example 3   You send an email letter thanking every person who applies for a job at Humber. Create the letter leaving the addressee name and position number and name blank. Each time you send the letter you need only fill in the specifics and send.

Creating personal stationery

- Open your Mailbox
- Create a new message with all the information you want repeated. You can use a previously sent message as the basis.
- Close the message window without sending
- With the closed message selected view its Properties (From the File menu or right-click menu.)
  Under Name include something that will identify it.
  At the bottom left, select Stationery.
- Close the Properties window.

A mail icon with the stationery name is placed in your Mailbox at the top of your Folders.

You may repeat as often as you like. If you have several, you might want to put them into a folder called Stationery.

Using Personal Stationery

- Double-click the stationery icon and your message form will open.
- Fill in the missing information and send it as normal.

Changing Personal Stationery

To update a personal stationary item:

- Select the item and open its Properties window. (File>Properties, or right-click)
  Clear Stationery and Protected
  Close the Properties window.
  Update the form information.
  Close the message without sending it.
- Open the Properties window again and select Stationery. Then close it and your stationery will be saved.

Documents

Document Stationery is a template for a FirstClass document that you frequently create with repeated information. The steps are the same as for message stationery.

- Create the document. (See the Tip sheet called FirstClass Documents)
- Close it.
- Open its Properties window and click on Stationery and give it an identifying name.