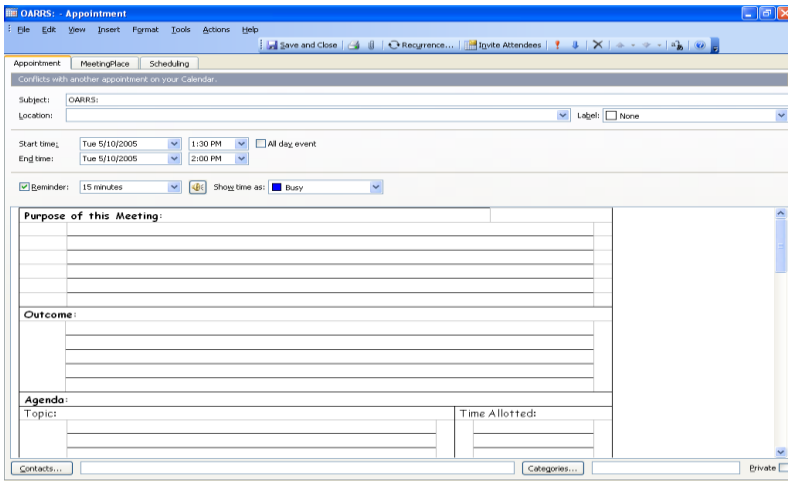# OARRs Outlook 2010 Email, Calendar, OneNoteTemplates

How to use OARRS template in all your meetings:

First Save Template to your Machine.

1. Double Click Attachment (**OARRS CalendarTemplate.oft**, **Meeting Outcome and Agenda.oft** , **My Template.one**) and Save to: C:\Documents and Settings\(YOUR ALIAS)\Application Data\Microsoft\Templates
Step 1 is a one-time action…

Use OARRs templates for your meetings:

1. Print this email and use it for navigation.
2. Open Outlook
3. Click File, New Items, More Items, Choose Form
4. Go to "Look in:" Drop Down and Choose "User Templates in File System"

5. Choose appropriate "OARRS" template and Open.
   Proceed as normal schedule request.
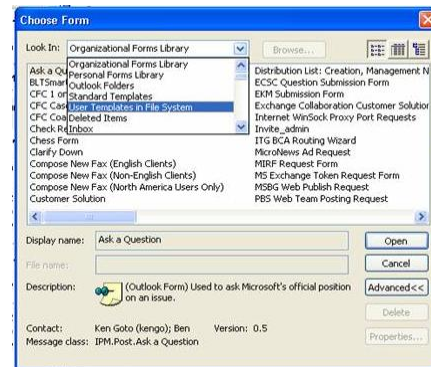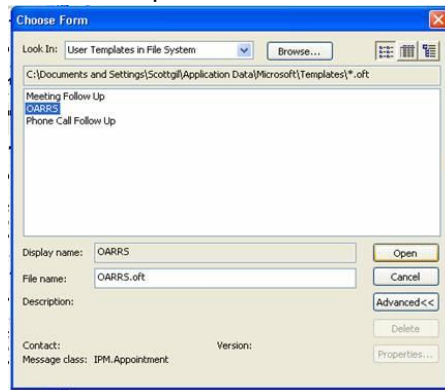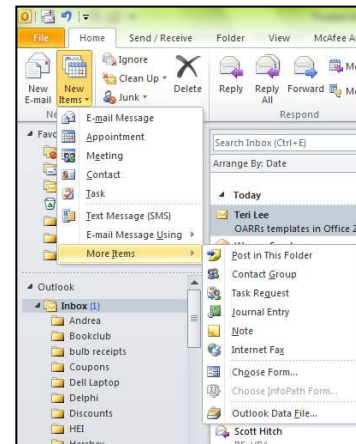
How to use OARRs template in OneNote:

A. Open the attachment from here
   a. OneNote will launch and this will appear as a Read-Only page in a Open Sections notebook
B. Copy the Page to the "Unfiled Notes" notebook
C. Open the template pane
   a. This can be done by clicking on the dropdown button of the new page and selecting "More template choices…" at the bottom of the menu
D. At the bottom of the pane you can click on "Save page as template…"
   a. You will have to provide a name, I have called it "OARRs Meeting Notes"
E. Be sure to select the checkbox to make it the default template for new pages
   a. If you forget, you can select it from the dropdown list. It should be the first option in the list
F. Now you have a template for any new pages created in the "Unfiled Notes" Notebook
G. You can close the original page by right clicking and selecting close
   a. If this is the only page open in the "Open Sessions" notebook, then that notebook will also close