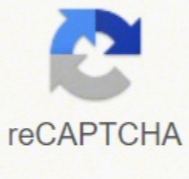
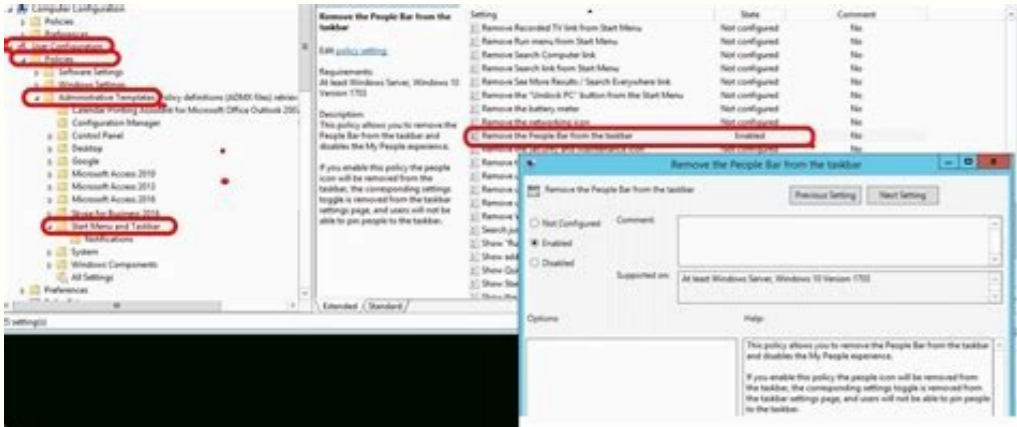
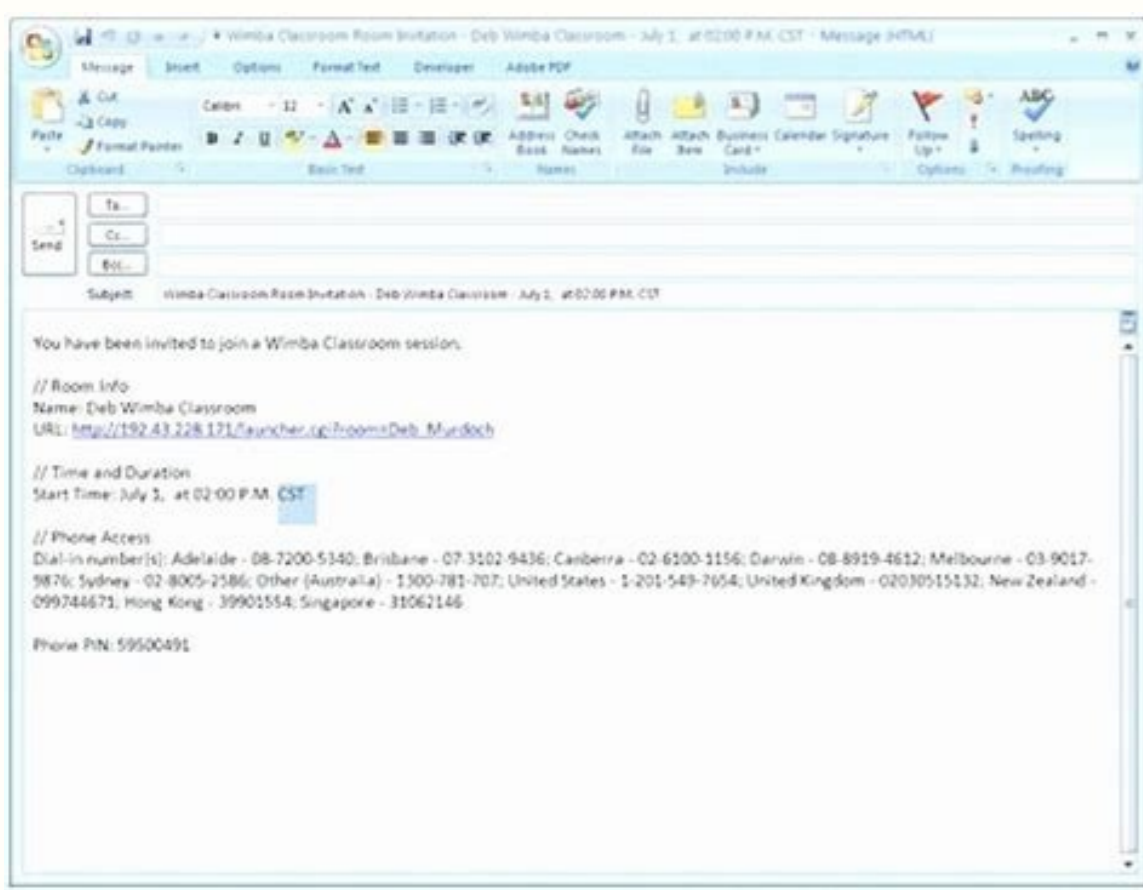




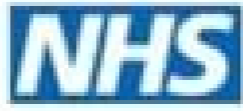
I'm not robot



Next



First Community Health & Care



First Community Health & Care
 2nd Floor, Forum House
 41-51 Brighton Road
 Redhill
 Surrey
 RH1 6YS

Tel: 01737 775450
 Fax: 01737 778845

Dear Community Forum member,

Re: Invitation to attend First Community Health & Care Community Forum

We warmly invite you to join us for our third Community Forum event in July. If you joined us in December, we hope you enjoyed the networking session, the chance to share ideas and the update from us on First Community news.

Please find attached our agenda for the evening. We are delighted to announce the launch of our charity First Community Trust, and we invite you to participate in a discussion on the future of health & care in the local community.

Our Community Forum is open to the public, including service users, carers, volunteers; representatives from any health and social care agencies, GPs, local community groups, local involvement networks, local council, voluntary sector organisations and local businesses. We invite you to share our agenda with colleagues and other local organisations.

To confirm your attendance please email liz.hobby@firstcommunitysurrey-cic.nhs.uk or call on 01737 775462.

If you cannot attend, but wish to hear more through our newsletter, or have ideas or comments on the agenda, please email liz.hobby@firstcommunitysurrey-cic.nhs.uk.

Yours Faithfully

Send Invitations

This feature allows you to send invitations to your meeting invitees. These invitations include the URL, start time, end time and description of the meeting.

Send E-Mail Invitations: Send Invitations
 Do not send invitations

To:

Subject:

Attach Microsoft® Outlook™ calendar event (iCal) to e-mail message: Yes

Message Body:

Please join me in an Adobe Connect Meeting.

Meeting Name: xvcbxvcbvcbvcb
 Summary:
 Invited By: admin-admin (admin@adobe.com)
 When: (meeting-time)
 Time Zone: (time-zone)

To join the meeting:



TEMPLATE.NET

4 quick ways to create appointment and meeting templates in Outlook 2010, Outlook 2013, Outlook 2016, Outlook 2019 and Outlook 365. The average office employee spends more than 5 hours a week on meetings, which is about 11% of their working time! No wonder we seldom give a second thought to know invitations. Do you need to talk to someone? Send an invitation. End of story.) Meanwhile, your appointment or meeting request matters much more than you might think. After all, you don't want people looking at him thinking "What's all this about?" Long story short, an attractive and informative invitation is an important part of making a successful event, and a well-designed template can save you an enormous amount of time at work. Outlook Meet Invite Template (.oft file) If you frequently send invitations with the same body or very similar subject, an invitation template can help you avoid many repetitive writings. Available in: Outlook 2010 - Outlook 365 How to create meeting template in Outlook To make a meeting template in Outlook, follow these steps: Set up a new meeting as you normally would. In the body, enter your template text with the appropriate place holders. Fill in all the fields you want to predefine such as title, required and/or optional assistants, and location. As an example, I have created this informal meeting from one to one invite to the sample: Save the newly created meeting as a template. To do this, click on File "Save As", type a descriptive name, and choose to save as Outlook Template (*.oft) type. By default, all the .oft files are saved in this folder, which is not supposed to be changed: C:\Users\UserName\AppData\Roaming\Microsoft\Templates That's it! Your Outlook Invite meeting template is ready for use. The steps to create an appointment template are exactly the How to Use Meeting Template in Outlook Surprisingly, opening an Outlook template requires a lot more clicks than creating it. On the Home tab, click New Articles & More Articles Choose the form. In the dialog box Selection form selection Select user templates on the file system from the Look drop-down list, select the item of interest, and click Open. A new invitation is created from the template immediately. Just remember to replace all the placeholders with real information, set the date and time, and your meeting invitation is good to go. Meeting Request Template with Quick Steps Originally, Outlook Quick Steps are designed to perform a sequence of actions with a single command. In this case, it is the creation of a new meeting request that we are automating. Supported by: Outlook 2010 - Outlook 365 How to make a quick step template for meeting request To set up your meeting template, here are the steps to perform: On the Start tab, in the Quick Steps box, click Create New. In the Edit Quick Step dialog box, open the Select Action drop-down list, scroll to the Quote section, and select a new meeting or create an appointment (with attachment or message text). In the Name box, type a significant name that will be displayed in the Quick Steps gallery. After that, click Show Options under the To box. Fill in the Theme, Location and Text fields. And don't miss the two optional but very useful features near the bottom: Shortcut - choose one of the predefined key combinations to launch your template. Text of the tool - brief explanation about what makes the quick step. When the whole set, click Finish. How to Use Quick Step Meeting Template The best thing about Outlook Quick Steps is that they are incredibly easy to use. To get started with your meeting request template, simply click on it in the Quick Steps gallery or press the shortcut assigned to the keyboard. Meeting agenda template based on custom forms When scheduling a meeting with a Of people, the agenda is the best place to convey your goals, so everyone knows exactly what they are entering and what they are getting from it.) This example shows how to create a meeting agenda template in Outlook using a custom form. Traditionally, Traditionally, The forms of Outlook are considered one of those things that only one expert with programming skills can cope. But that is not exactly true. A basic form will not present any difficulty even for beginners. Supported In: Outlook 2007 - Outlook 365 How to create meeting agenda template using the design of a form to begin with, activate the developer tab on your Outlook. To do this, click with the right button anywhere on the tape, click Customize the tape, and then select the developer check box under the main tab list on the right. And then, create a custom form for your meeting template in this way: In the developer tab, in the CUSTOM Forms group, click Design of a form. In Standard Form Library, select Meeting Request as the basis for your custom form and click Open. Tip To make an appointment template, your personalized form in Appointment. In the body, write the text of your meeting agenda template. You can also predefine any field including the title, addresses of attendees and location. The most likely is that your template contains several position markers as in the following example, and it can be a good idea to highlight them in a different color, so you will not forget to replace the position markers with real information when using the template . If necessary, you can also add your custom fields, controls and codule. But for our purposes, the basic functionality will be sufficient. In the developer, in the Form group, click Publish> Publish Form. In the publication form as a dialog box, choose the library of personal forms in the look at the drop-down menu, type a name on the name of the screen or form name (it can be the same or different and click Publish: Close the Meeting Design window without saving and you're done! Depending on your default mailing location, a published form is stored as a hidden item in the .pst file or the root folder of your mailbox. How to Use Custom Form Meeting Template As with .oft templates, using a custom form in Outlook requires digging pretty deep into the menus. Start Start Start Start Navigation to the tab Homeschool New articles More articles. The dialog box will appear Choose form. In the drop-down list, select Personal Form Library and double-click your meeting template, or select it and click Open. A new meeting request will be created automatically from your template. You make the required changes and press send. How to create default meeting template in Outlook, has designed a nice meeting template with a custom form, but I hate through numerous clicks at all times? Then, config it as your default meeting form in Outlook. This is how: in your perspective, change in view of the calendar. Right-click the calendar for which you want to change the default meeting form and then click Properties. In the "By posting in this folder, use" the drop-down list, click Forms ... In the Choose Form dialog window, select Personal Froms Library in the Look in drop-down box, select your template and click Open. Back in the Calendar Properties dialog box, click OK to save your changes. Done! From now on, you will always start with your staff instead of a blank meeting. Refillable Meeting Template for Outlook The built-in features discussed in the previous parts work well, but with an important warning: before your invitation is turned off, you should carefully review all the information to ensure that each text of the position marker is replaced. To save you this problem, you can insert filled text fields or drop-down menus when appropriate, so you will be asked to fill the values. Sounds like a good plan? Then let's do it :) To accomplish this task, we will use shared email templates. Despite his name, thelt is not limited to emails, meetings and appointment templates are also compatible. If you do not have this practical add-on in your Outlook, you can first download a free version from the source of the Microsoft application, and then continue with the following steps. Supported applications: Outlook for Microsoft 365, Outlook 2019 - 2016, Outlook for Mac 2019 - - Outlook on the web How to create a meeting template with text box and drop-down list for this example, we will use an invitation to a recurring meeting, which is perfect for the templates with refillable fields because it is unlikely that the objectives and the topics of conversation are unlikely They change from one meeting to another. Here is our example of an invitation for a weekly team meeting: for , we are going to configure an editable drop-down list of multiple selection of the things that you usually discuss with the equipment. For , we will create a text field where you can write the topic of brainstorming for a given meeting. And these are the steps to create an Outlook meeting template with refillable fields: In the new body of the meeting, type the text of the template and select it. In the Shared Email Templates panel, choose the folder in which you want to save your meeting template and click on the new template button. The selected text will be automatically inserted into the template. With the text in the templates editor, you can use several options to customize it according to your needs. First, let's configure the drop-down list. To do this, place the cursor in the place where a selected value should appear (the position marker in our case), and click on the Insert Macro button. In the macro list, scroll down until you see whatToenter, and click on it. Configure your drop-down menu as follows: In the first box, choose drop-down list. In the Windows Title, type a clear and brief description for your list (for example, select topics to discuss). In the Elements box, enter the one online drop-down values. To allow the introduction of a personalized value that is not in the list, check the box The user can edit the selected. To allow selection of multiple items, check the User can select multiple items option and specify the delimiter to separate the items. Our drop-down list configuration looks like this: clicking the Insert button will replace the placeholder with the following code: ~%WhatEnter [email campaign;email promotion;promotion traffic;financial report;{title: "Select the topics to be dealt with",multiselection,editable,delimiter:""}] Similarly, you can create an entry text field. In this case, we chose the Text field in the first box and wrote "What rain of ideas" for the title of the window. The macro code embedded in the place of s2 for the rain of ideas is as simple as this: ~%WhatToEnter[field tag;{title: "What to brainstorm"}] Optionally, you can customize your template by placing the assistant's name on the greeting and its name in the signature. ~%InsertRecipientFirstName - insert the wizard's name. ~%InsertSenderFirstName - insert the name of the sender. As our meeting template is designed for a team, we will only use the second macro. In addition, you can use any of the following macros to predefine other collection fields: Title ~%FillSubject[txt] Required ~%FillTo[ejemplo@domain.com] Optional ~%FillCc[ejemplo@domain.com] Location ~%FillLocation[Room 1] When your template is ready, name and save it. After performing the previous customizations, we have the following template with 7 macros that automate the creation of a recurring meeting invitation: 1 - create a multi-selectable drop-down list. 2 - creates an entry text box. 3 - insert the name of the sender as a short informal signature. 4 - fill the title. 5 - insert the email address of the required assistants. 6 - insert the optional assistant email address. 7 - prescribes the location. How to use a refill meeting invitation template This is my favorite part.) Since the entire template functionality is integrated into the meeting window, there is no change between tabs or menu navigation. Just click on the Paste icon next to the template name or double-click it. Then choose yourin the drop-down menu and enter some text into the input box: as if by magic, the input data is inserted in the appropriate places on the body, the addresses of the attendees are added, the title is filled in and the location is defined. All you have left is to set the date and time. It looks great, doesn't it? To discover other amazing features included with Shared Email Templates, I encourage you to choose a free subscription plan on the previous link page or download the add-on directly from Microsoft App Source. Your comments in comments are most welcome :) Thank you for reading and waiting to see you on our blog next week! You may also be interested in: in:

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