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Name

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23/03/2022 6:10 PM

File folder

File folder

File folder

Your template will be saved in this location by default

Select Outlook template (oft) format

File name: Meeting Template.oft

Save as type: Outlook Template (\*.oft)

- ☒ Save Selected Appointment
- ☐ Save Calendar
- Appointment Name: Meeting Template

More Options...

Hit "Save"