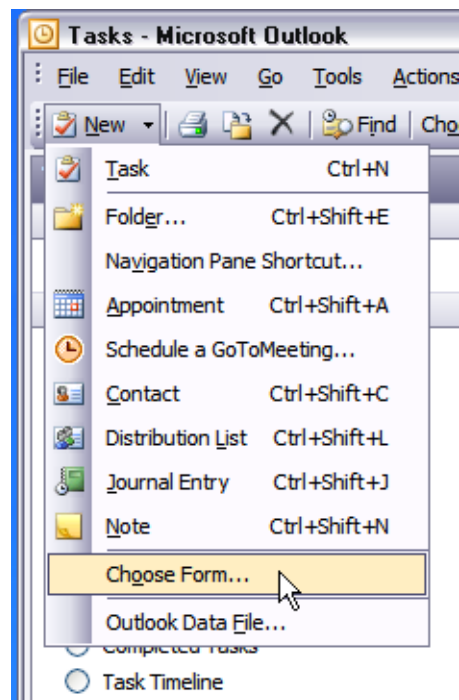


## Opening a Saved Outlook Template (.oft file) in Office 2003 and 2007

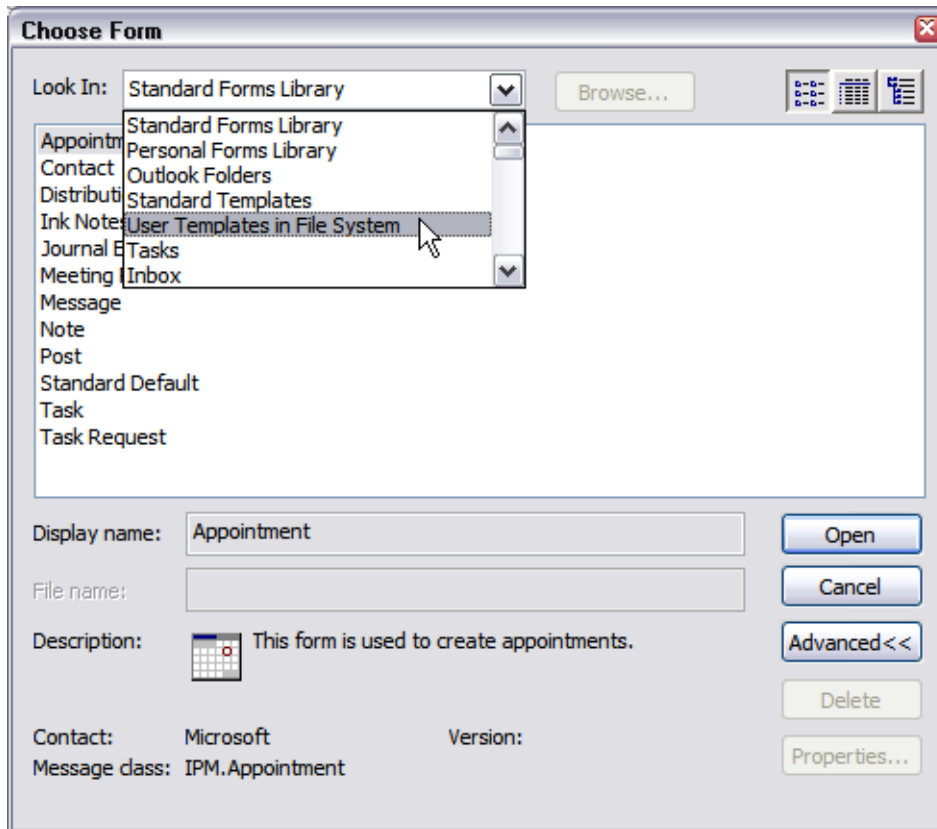
Until recently, it was possible to open a saved Outlook template (.oft) file by just double-clicking it. However, a recent update to Office 2003 made that impossible, and that applies to Office 2007 as well. Here are the steps you now have to go through in order to open an .oft file in Outlook 2003 or 2007. The Slip.oft file (part of my Time and Expense Billing application, [Code Sample #29](#)) is the sample file.

### Outlook 2003

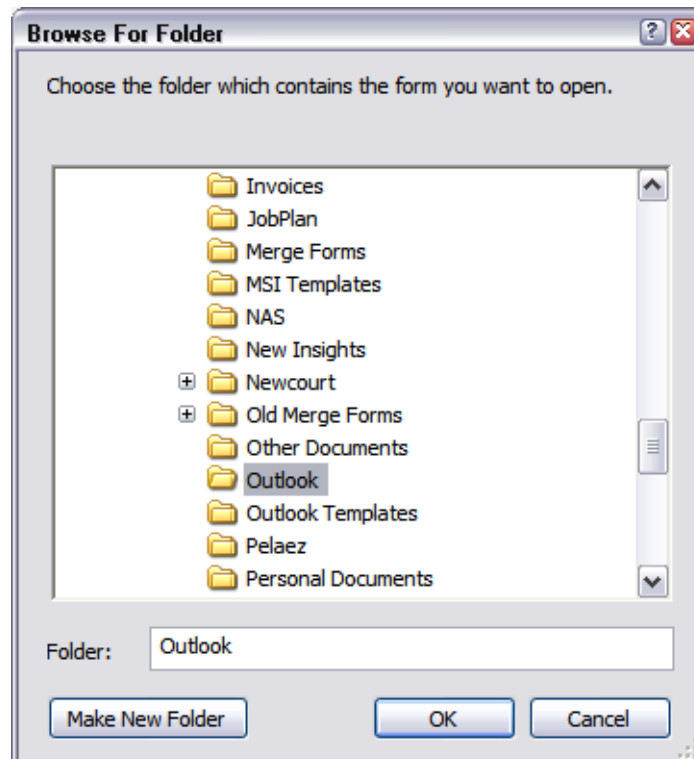
1. Open Outlook, if it isn't already open. Select **Choose Form** from the **New Item** menu.



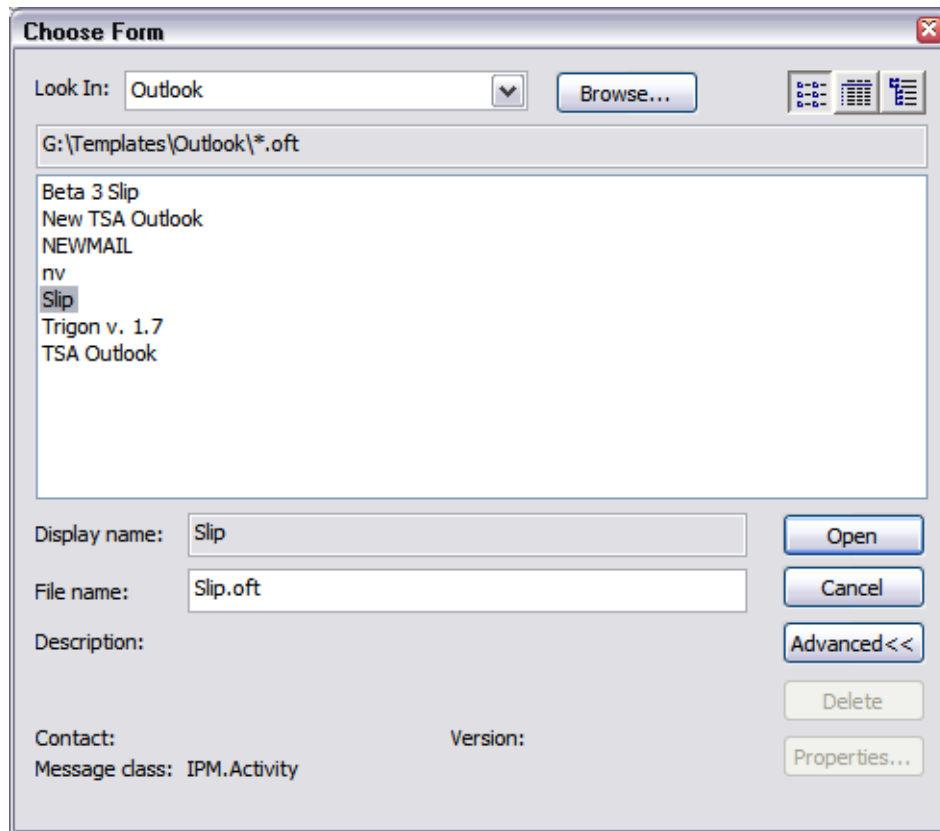
2. Select *User Templates in File System* from the **Look In** drop-down list.



3. Click the **Browse** button and browse for the folder where the Slip.oft file is stored.



4. The saved Outlook form templates (\*.oft files) in the selected folder are displayed; select Slip.oft and click **Open** to open the Slip form.



5. Finally, the form opens.

**Untitled - Journal Entry**

File Edit View Insert Tools Actions Help

Save and Close Publish Form As...

Client Name: [ ]

Client Project: [ ]

Billing Address: [ ]

Work Type: [ ]

Description: [ ]

Slip Type:  Time  Expense

Copy data to new slip

Version 3

Slip Date: Fri 2/15/2008

Hourly Rate: \$75.00

Total Time (mins): 0

Total Cost: \$0.00

Start Time: None

End Time: None

Billed  Hold

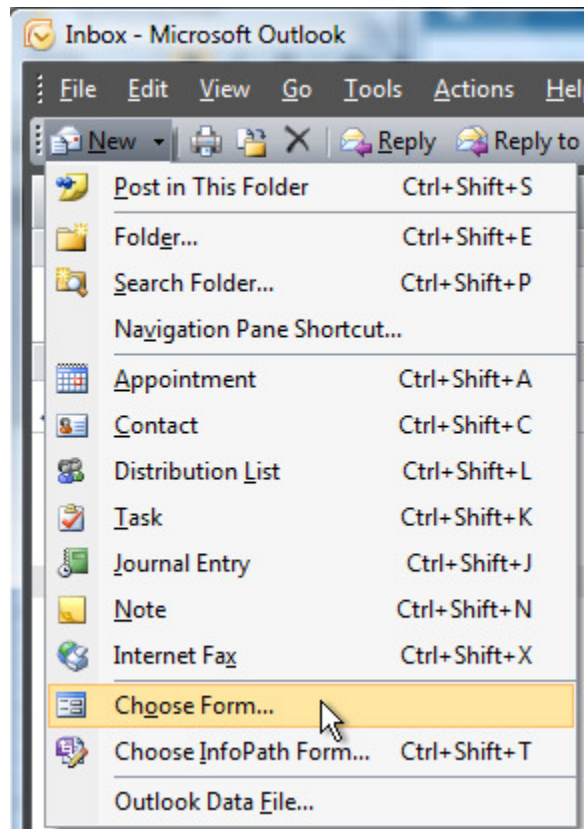
Timer Off

Clear Current Amounts

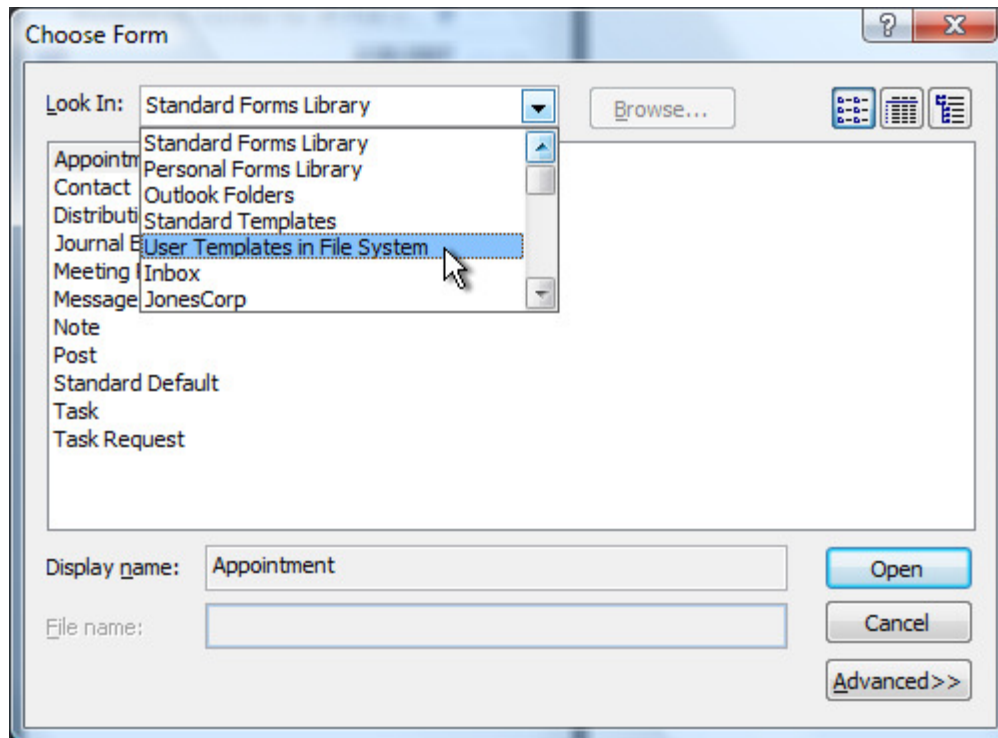
Calculate Cost Using:  Timer  Enter Start and End Times  Flat Rate

## Outlook 2007

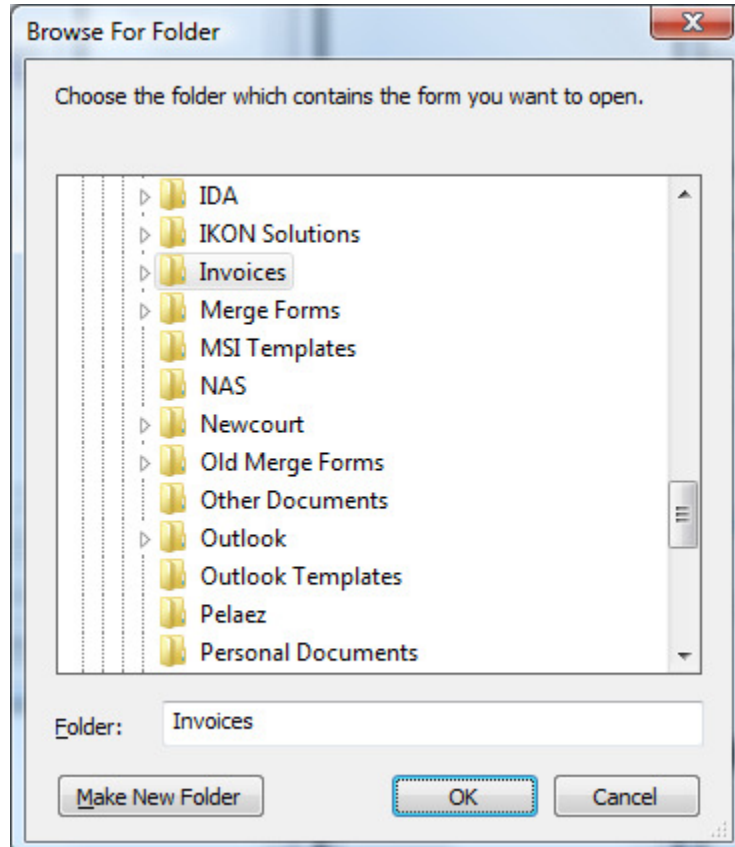
1. Open Outlook, if it isn't already open. Select **Choose Form** from the **New Item** menu.



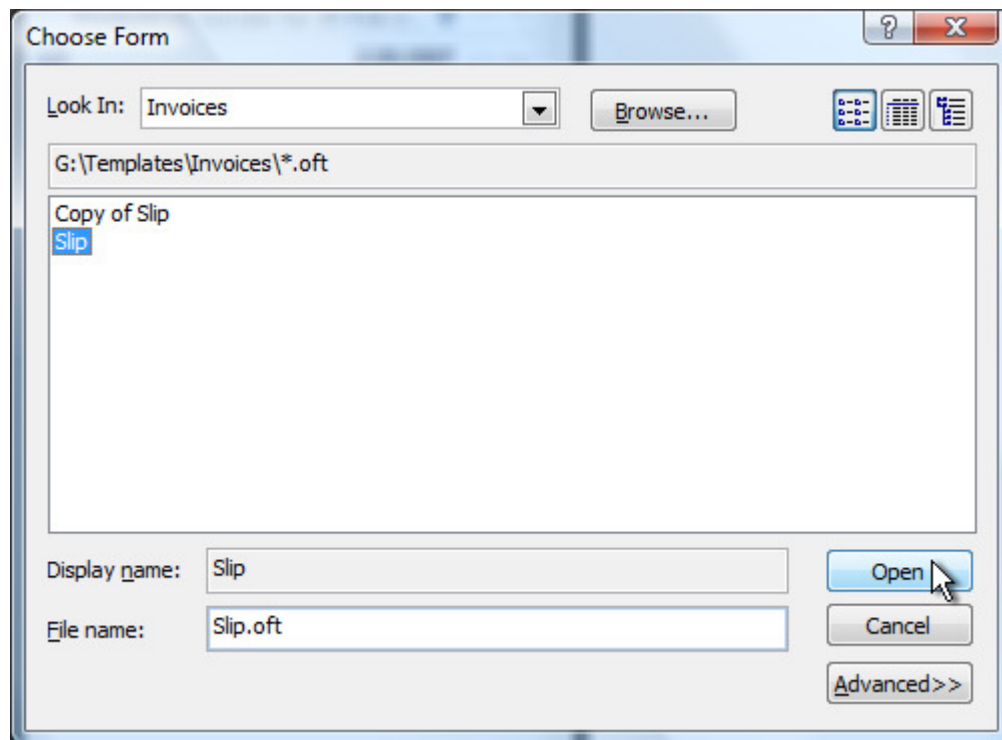
2. Select *User Templates in File System* from the **Look In** drop-down list.



3. Click the **Browse** button and browse for the folder where the Slip.oft file is stored.



4. The saved Outlook form templates (\*.oft files) in the selected folder are displayed; select Slip.oft and click **Open** to open the Slip form.



5. Finally, the form opens.

Untitled - Journal Entry

Journal Entry    Insert    Format Text    Developer

Save & Close    Delete    Forward    Start Timer    Pause Timer    Categorize    Private    Address Book    Check Names    Spelling

Actions    Timer    Options    Names    Proofing

---

Client Name:     Slip Type:  Time     Expense  
 Client Project:   
 Billing Address:       
 Work Type:     *Version 3*  
 Description:

---

Slip Date:      Billed     Hold  
 Hourly Rate:     Timer Off      
 Total Time (mins):   
 Total Cost:   
 Start Time:   
 End Time:

Calculate Cost Using:  Timer     Enter Start and End Times     Flat Rate