





## How to download free Microsoft templates

Step	Action	Result
1	In an internet browser, go to <a href="http://office.microsoft.com/en-us/templates/">http://office.microsoft.com/en-us/templates/</a>	You will see the Microsoft website, Templates section.
2	Enter <b>newsletter</b> in the search and press <b>enter</b> or <b>search</b> 	You will see a list of free newsletter templates for all Microsoft software.
3	If you have a favorite Microsoft software, you can select that software in the left column 	The list of results will be narrowed to your preferred software.
4	Select the small graphic that shows the preview of the template you might like. 	A page with template details and a download button will display.
5	Once you have found the template you want, select the Download button to the right of the template. 	You will be prompted to save the file to your computer.