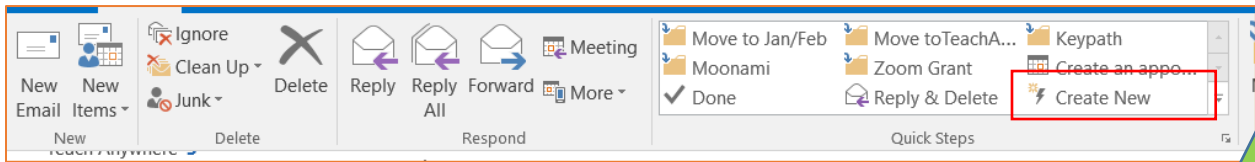


Use Outlook Quick Steps to simplify complex tasks with a single mouse-click?

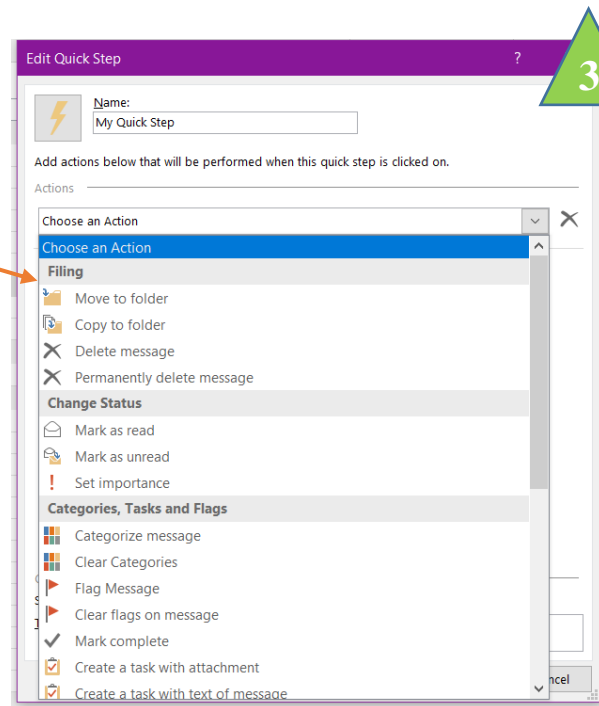
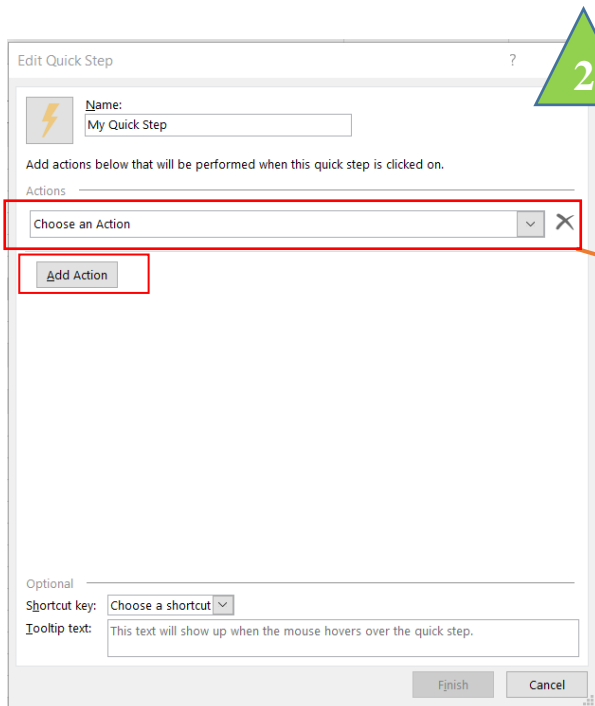
Quick Steps are shortcuts that you can configure to simplify various actions that you frequently take, such as starting a new email message or archiving an entire conversation in one click.

Example: Department email – you can create a QS that creates a new message prepopulated with everyone’s email address already in the “To” line.

I use my Quick Steps to archive emails after I have answered them and to sort them into their folders.



1. Click on **Create New** in the Quick Steps group. (image 1)
2. Fill in the Name, then click on drop down menu to select the action you want to take place when you click on your Quick Step. You can add more than one action by clicking on the “Add Action” button (images 2 & 3)

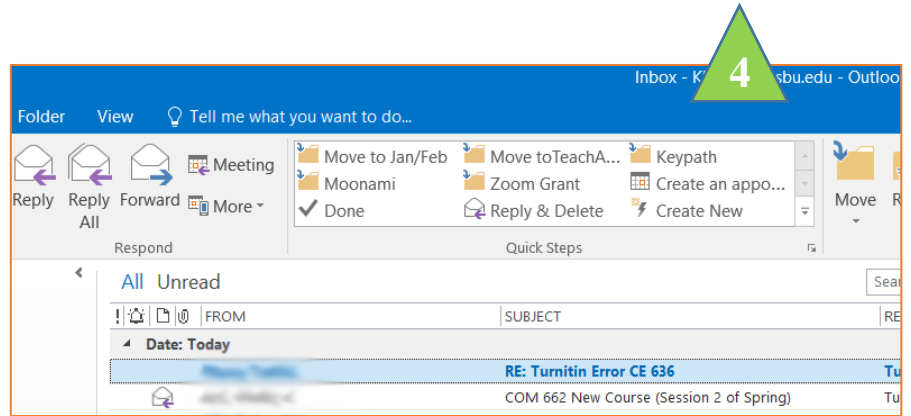


3. When you have completed selecting the “Actions,” (image 3) you can add a “shortcut key and /or a “Tool Tip” (optional) (image 2)
4. Click **Finish** to add it to your Quick Step toolbar. (image 2)

After completing this step, you will see your newly created step in the Quick Steps Box on the Ribbon. (image 4)

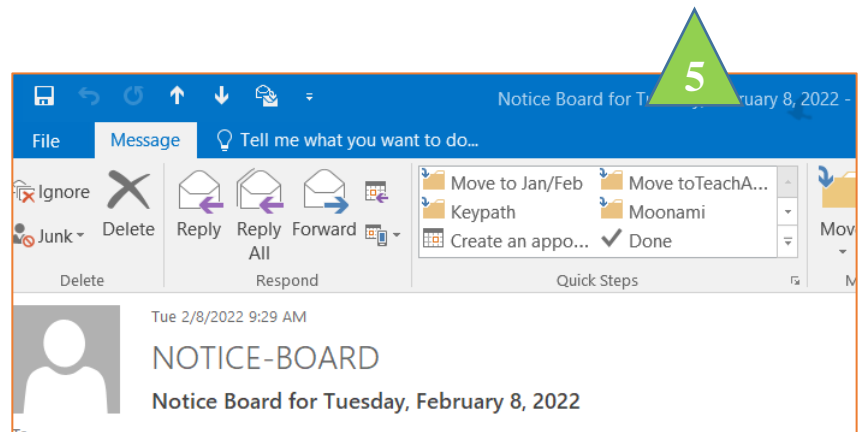
To use your Quick step:

Select a message in your mailbox folder and click on the quick step (image 4)



Or

Click on the Quick Step in your open email message. (image 5)



To edit your Quick Steps, Click on the “view more” arrow (image 5) and then the Manage Quick Steps or right-click on the step you want to edit. (image 6)

