

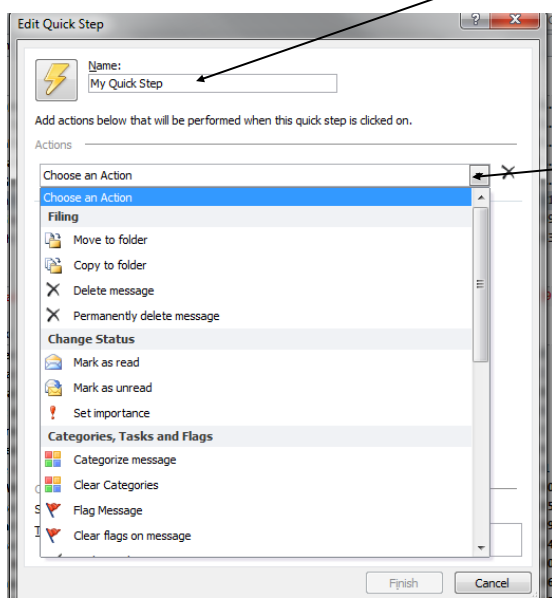
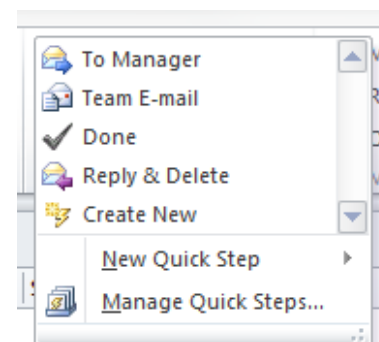
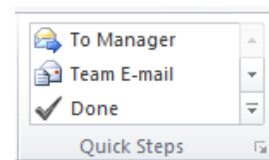
# Quick Steps

Quick steps are mini templates that are specific to you. You can create a quick step for pretty much anything that you can do in Outlook e.g. forward emails to another member of staff. The quick step is great if there is something you do regularly from within Outlook, such as you send out similarly worded emails regularly or the same calendar invitations.

Quick Steps appear on the Home tab of the main Outlook page and comes pre-set with a couple of examples such as To Manager.

To create a New Quick Step carry out the following:

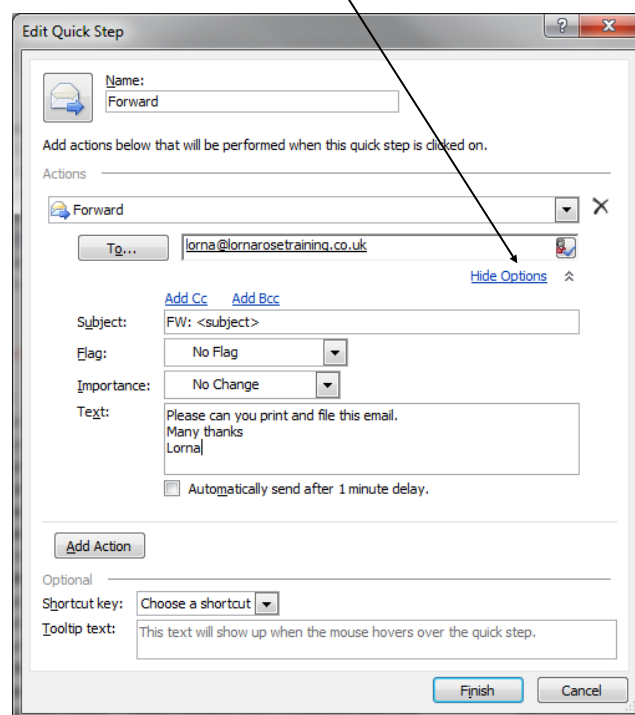
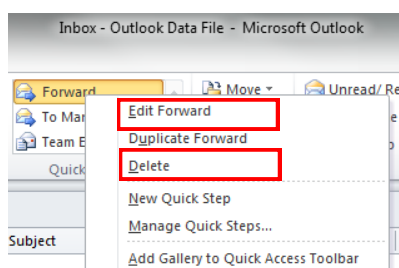
- If you cannot see **Create New** on the **Quick Step** menu, click the **down arrow** to expand the menu
- Click the **Create New** Button
- In the **Edit Quick Step** dialogue box **enter a name** for your Quick Step
- Click **Finish** to save the changes



- Click on the **Choose Action** drop down and select what you want the Quick Step to do e.g. forward email/create new appointment etc.
- Depending on which Action you choose you will be given different options
- Click the **Show / Hide Options** hyperlink to set the Action up (complete the fields for your action type)

Test your Quick Step by clicking on it in the Quick Step menu.

**Edit** your **Quick Step** by Right-hand clicking on the label in the Quick Step menu and choose Edit to return to the Edit



Quick Step dialogue box or **Delete** to remove it.