Weekly Tech Tip 77: How to Create a Quick Step in Outlook 2010

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INTRODUCTION

New to Outlook 2010, the Quick Step feature gives you the ability to apply several actions at once to your email messages. You can apply actions like add messages to a category and then into a folder or forward an email to another then delete the original.

How to create quick steps in Outlook 2010

1. To Manage Quick Step, from the Email Home tab find the Quick Steps section.
2. If you don’t see Manage Quick Steps... link click the drop down arrow in the Quick Steps section and it will show

3. Clicking on Manage Quick Steps opens the dialog box that gives you access to edit or create new quick steps. Let’s make a quick step that puts a message into a folder and then generates a reply to all response.
4. In the Manage Quick Steps dialog box click the New button.
5. Give your Quick Step a name and then **Choose an Action** using the dropdown menu of available actions.
6. Here are the available actions (the highlighting here does not indicate anything):

7. For our Quick Step we will first select Move to Folder.
8. In the **Choose folder menu** we will pick the folder that I want the email to be sent to (In my case it will be one that I’ve already created named Adobe Connect.)

9. Then I will click the **Add Action** button and select **Reply All**.

10. I will select the (optional) Shortcut key CTRL+Shift+3.

11. In the Tooltip text I will write “Sends to adobe connect folder then opens a reply to all message. This step allows the tool tip text to display when I mouse over the quick step.

12. Click the **Finish** button when through.

13. When I right click the **email in the inbox** then select **Quick Steps** and then the **name of my quick step** I perform all of the actions. I can also click the **email** and then press the **CTRL+Shift+3** buttons and it will perform the same actions.

14. Create your own quick step! Experiment!

**CONCLUSION**

If you follow these steps, you should be able to create a Quick Step in Outlook 2010. If you have any questions, please contact Andy Stanfield at x8531 or astanfield@fit.edu.