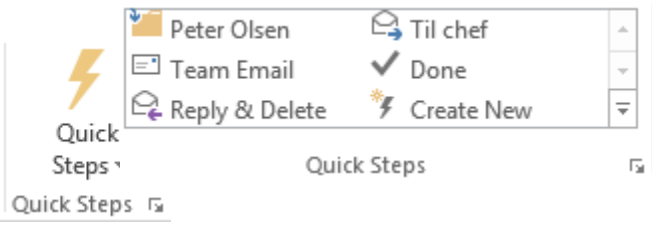
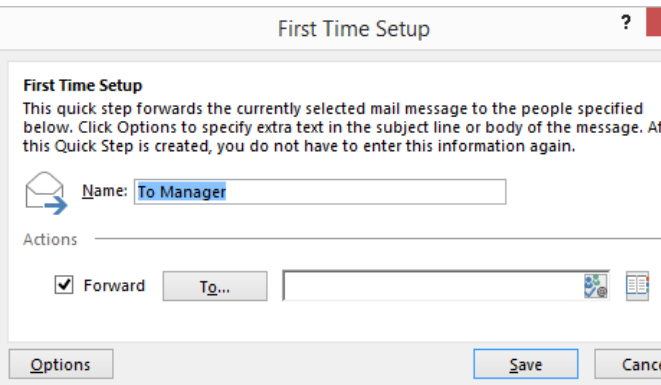




How to use Quick Steps in Outlook

What are you going to do?	How to do it?	Where is it?
	<p>You can use Quick Steps for one-click for an action that normally takes several clicks. It is especially a great help if you frequently handle the same task e.g. to send an e-mail to the boss or move multiple messages to a specific folder.</p> <p>You find Quick Steps as a block on the HOME tab. By default, you find a few Quick Steps. You can edit or delete these and create new Quick Steps.</p>	
<p>Edit quick steps the first time you want to use the function.</p>	<p>Click Quick Steps on the HOME tab.</p>	
	<p>Open the dialog box First Time Setup.</p> <p>Manage – and click on Save.</p>	





<p>Create a new quick step</p>	<p>Click on the small arrow in the lower right corner of the group Quick Steps.</p> <p>The dialog box Manage Quick Steps opens.</p> <p>Click New. Fill in information as you want.</p> <p>TIP: Select Custom for more options. You can for example create a Quick Step that automatically converts an e-mail into a task.</p>	
<p>Delete, copy or edit a quick step</p>	<p>As above</p>	<p>Click on the arrows to change the order of the Quick Steps.</p>
<p>To use a quick step</p>	<p>Mark the e-mail you want to give a Quick Step.</p> <p>Click on a Quick Step to use it.</p>	

