

OUTLOOK 2010

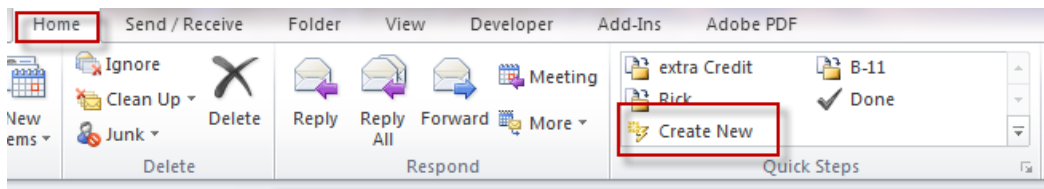
Instructional Steps

How to configure and use Quick Steps

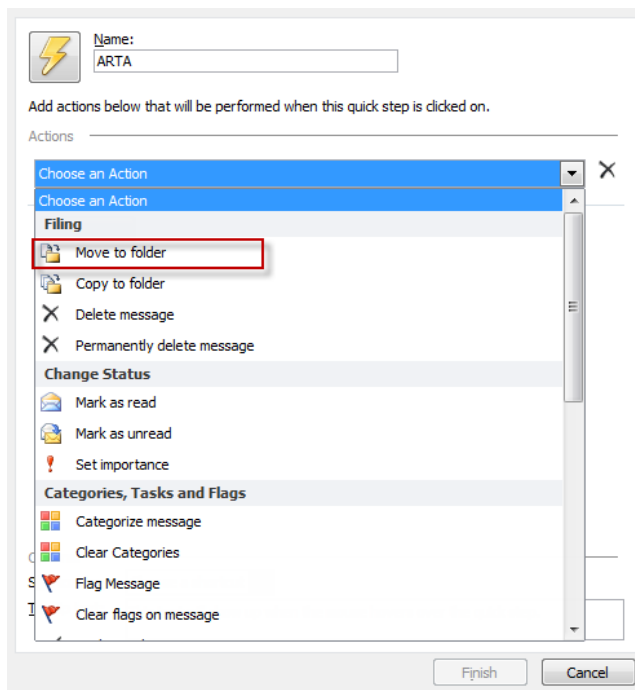
Quick steps are designed to make your Outlook procedures simpler by applying a single click to an operation that would normally take more than one click.

Configuring quick steps to move mail into the specific mail folder with a single click.

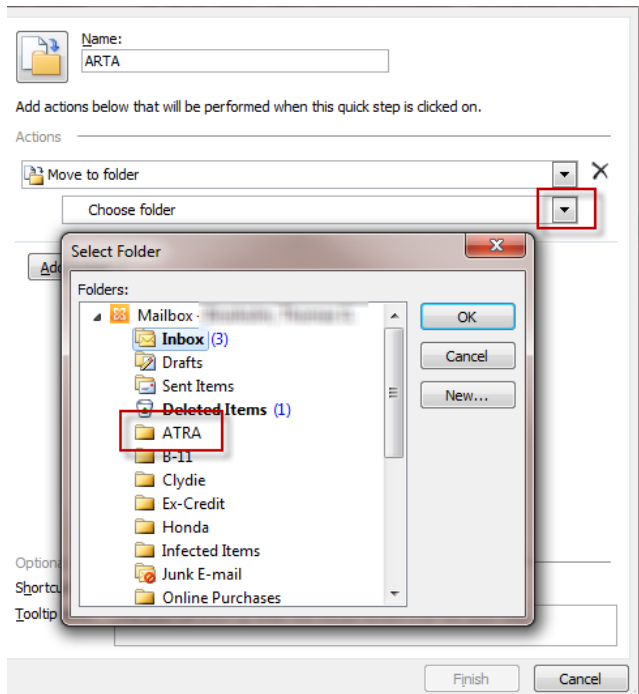
1. If you don't already have a folder where you want specific mail to go to create a new folder now. If you knew tab Outlook 2010 open my instruction sheet on how to create new folders.
2. Within the home ribbon bar navigate to the quick steps menu. Click the create new icon.



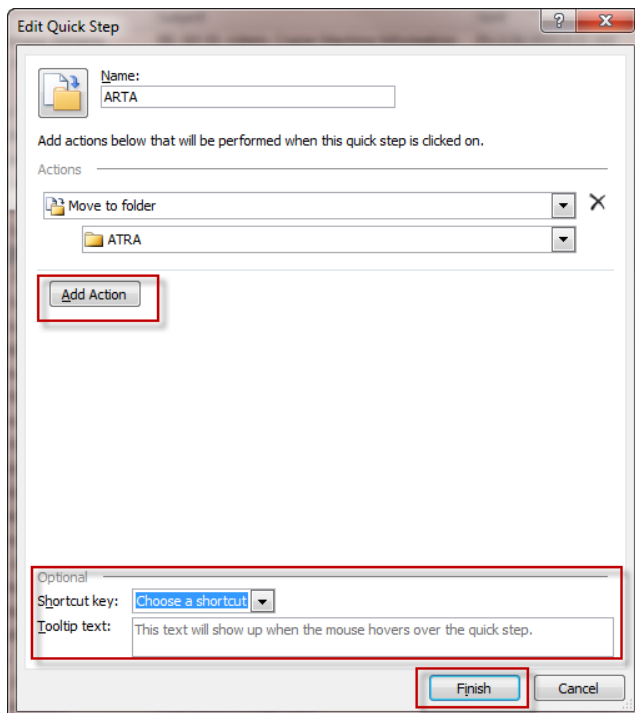
3. Name you quick death and choose an action.



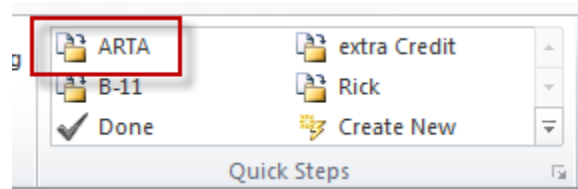
4. Since my choice was to move to a folder and now prompted to choose which folder I would like my e-mail move to.



5. You can apply more actions, add a keyboard shortcut, and even a tooltip. When you're done configuring your quickstep but finished.



6. Your new quickstep shortcut will now be in the menu.



7. Click on the e-mail you want to move and then click your quickstep shortcut icon.