Create a Quick Step in Outlook 2010

When you have your Inbox selected, you will find Quick Steps on the Home tab, in the new Quick Steps group.

“Quick Steps” is a new feature in Microsoft Outlook 2010 that applies multiple actions at once to e-mail messages. This helps you to quickly manage your mailbox.

Outlook 2010 comes with default Quick Steps (which you can remove if you don’t want to use them), and you can create your own Quick Steps to automate actions, giving them a unique name.

For example, you may have folders that you move different types of email messages to - create a quick step to move whatever you have selected in your Inbox to a specific folder with the click of a button. You can even move messages between different mailbox accounts using Quick Steps.

Another example: there may be a group of people that you often send messages to. You may have a distribution list (called “contact groups” in Outlook 2010) set up, and you just type the name in the “To” field of your message. You can create a Quick Step that (1) creates a new message and (2) fills in the “To” field automatically for you - simply by clicking the Quick Step button on the Ribbon.

Create a Quick Step

1) In Inbox, on the Home tab, in the Quick Steps group, in the Quick Steps gallery, click Create New.
   1) In the Name box, type a name for the new Quick Step.
   2) Under Actions, choose an action that you want the Quick Step to do. Click Add Action for any additional actions.
   3) To create a keyboard shortcut, in the Shortcut key box, click the keyboard shortcut that you want to assign.

   Note: New Quick Steps appear at the top of the gallery on the Home tab in the Quick Steps group. Although changed Quick Steps retain the same location in the gallery, you can rearrange them in Manage Quick Steps.

Configure or Change Existing Quick Steps

Do the following:

1) In Inbox, on the Home tab, in the Quick Steps group, click the arrow at the side of the Quick Steps group name (Manage Quick Steps).
2) In the Quick Step box, click the Quick Step that you want to change, and then click Edit.
3) Under Actions, change or add the actions that you want this Quick Step to do.
4) If you want, in the Shortcut key box, click a keyboard shortcut you would like to assign to that Quick Step.
5) If you want to change the icon for a Quick Step, click the icon next to the Name box, click an icon, and then click OK.

Learn more about Quick Steps starting on page 7 of the Outlook 2010 New Features handout: https://www.maxwell.syr.edu/uploadedFiles/ict/Training/Handouts/HandoutOutlook2010NewFeaturesRevised.pdf