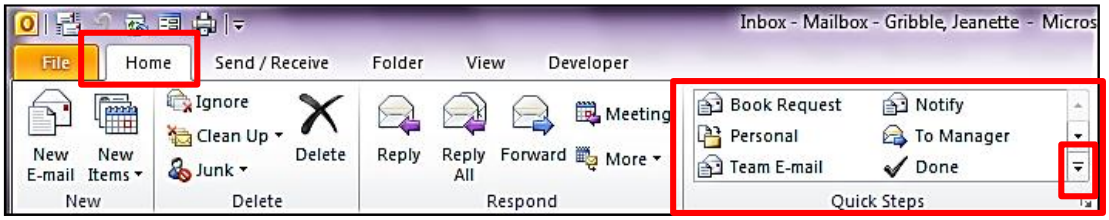
Microsoft Outlook 2010: Quick Steps – Forward & Reply Actions

Do you need to take the same type of emails and do the same actions to them over and over? This newest feature of Outlook 2010 helps you get your emails organized and do them quickly.
Once you start using **Quick Steps** you will not believe how you could have managed your emails without them.

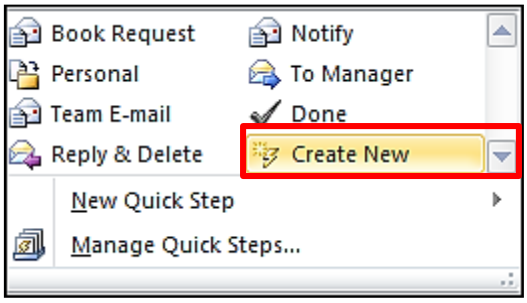
In this tutorial, the **Quick Step** will be called **Approve Event**. For example, if an email arrives requesting permission to have an event on campus and you need to approve it, then forward the email to another department. In this tutorial we forward this email, put details saying it is approved and then send it to another email account letting them know it is approved.

When this new **Quick Step** icon is clicked on, the email will open, and in the **To** will have the email address already be filled in along with a brief message saying it is approved along with your signature on the email.
Simply click **Send**. Two clicks and done.

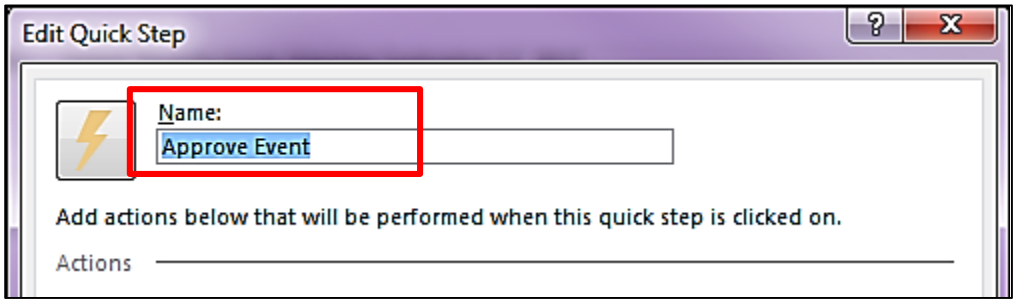
In **Outlook**, on the **Home** tab, locate the **Quick Steps** grouping section.



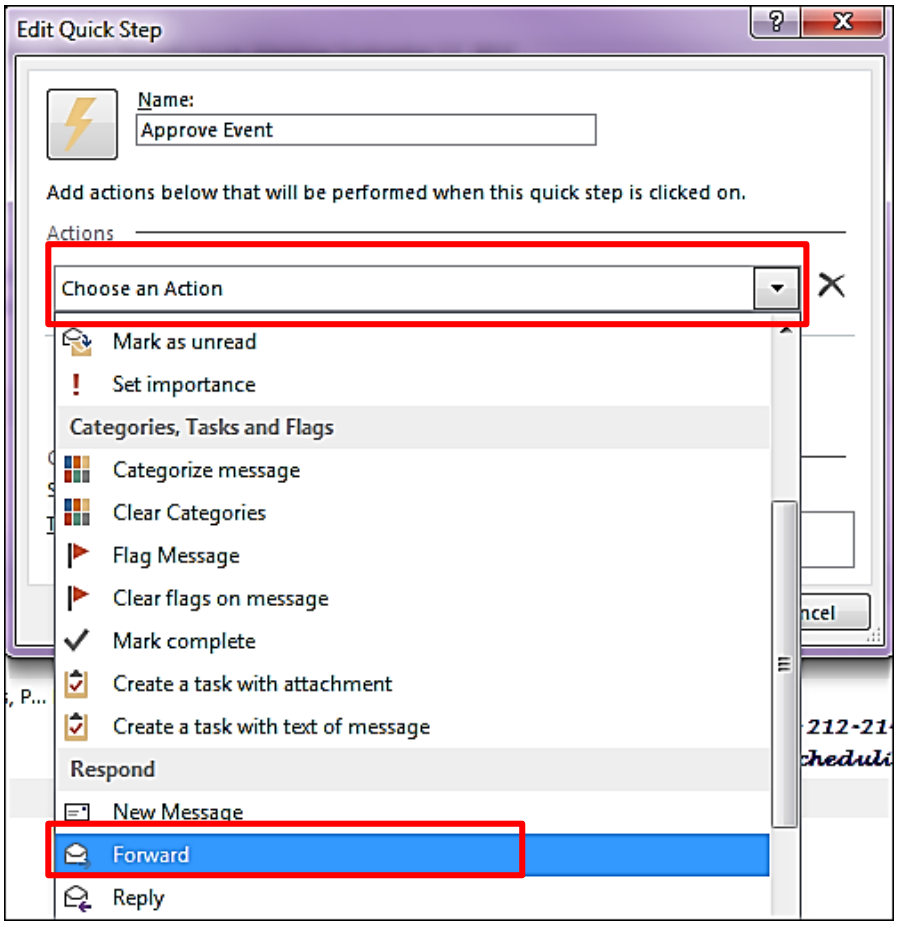
Click on the drop down arrow shown above and at the very bottom of the bar as shown **Create New**.



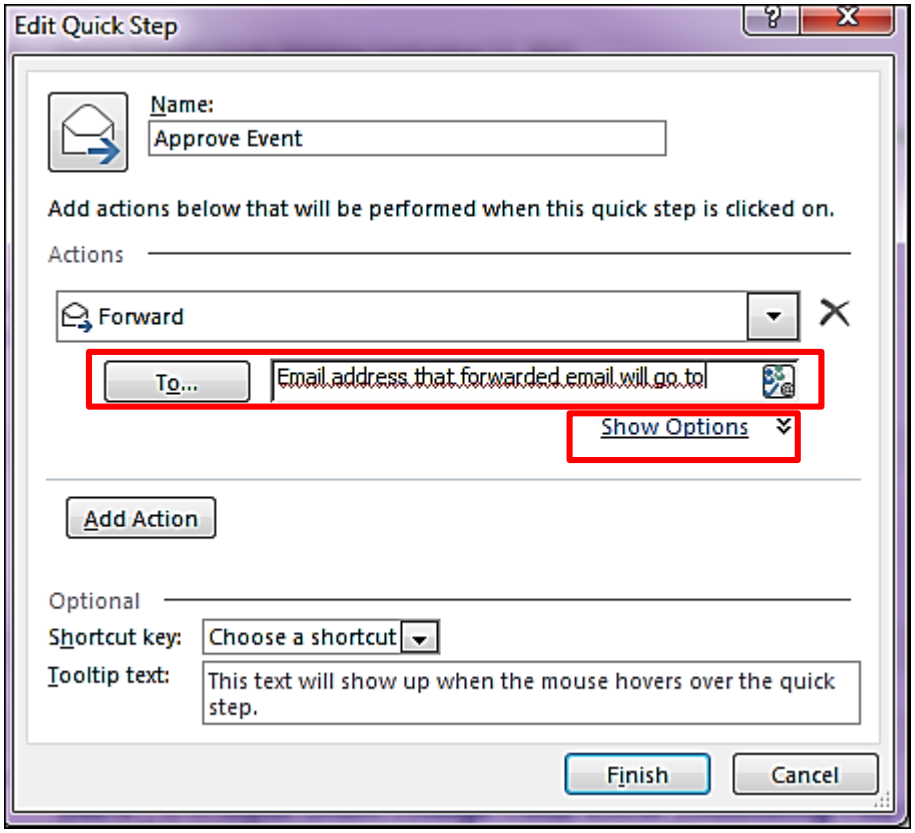
Name - this will appear at the very top of Outlook in the **Quick Steps** grouping.



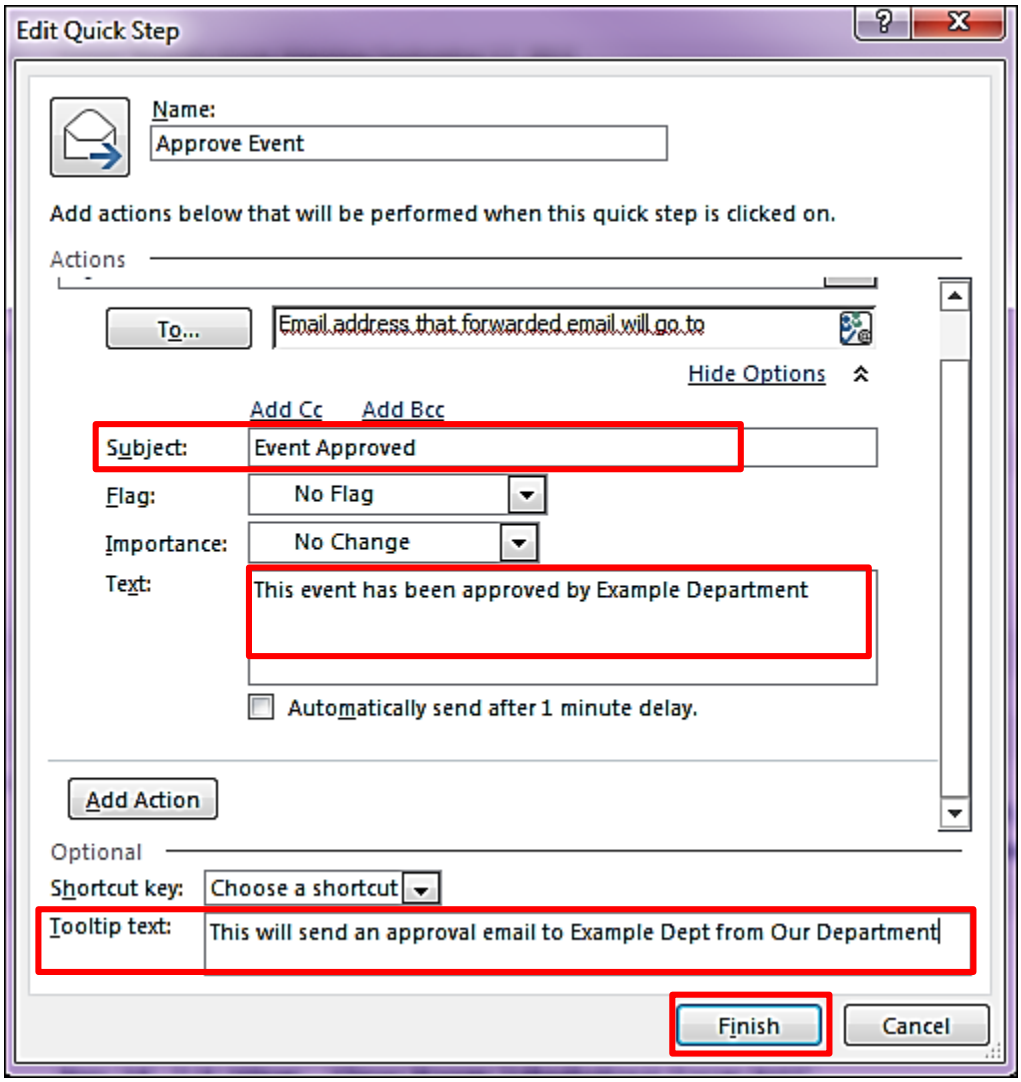
Choose an Action click on drop down arrow, then choose, **Forward**.
Notice you will need to scroll down this long list of actions.



To - Click on the **To** or type in the email account you want the email to be **Forwarded** to.
Click on **Show Options** link to open for more details.

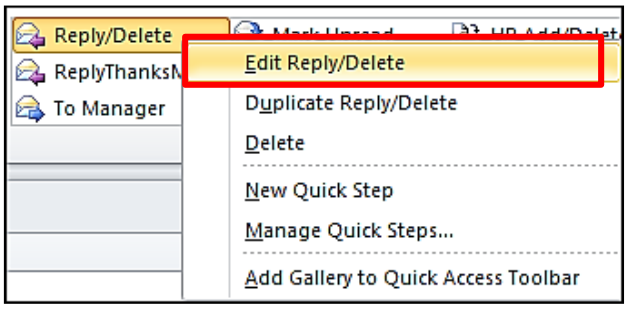


Subject – Type in a Subject
Text – Type in any details you want them to know, like shown below.
Your signature will appear, so no need to add one here. The original email will be included too.
Tooltip text – This area is details that show up when you hold your mouse over the name of the **Quick Step.**
Click the **Finish** button at the bottom.

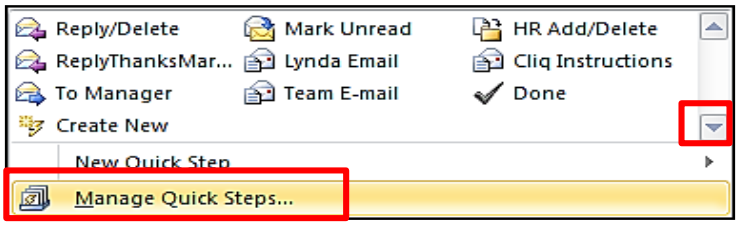
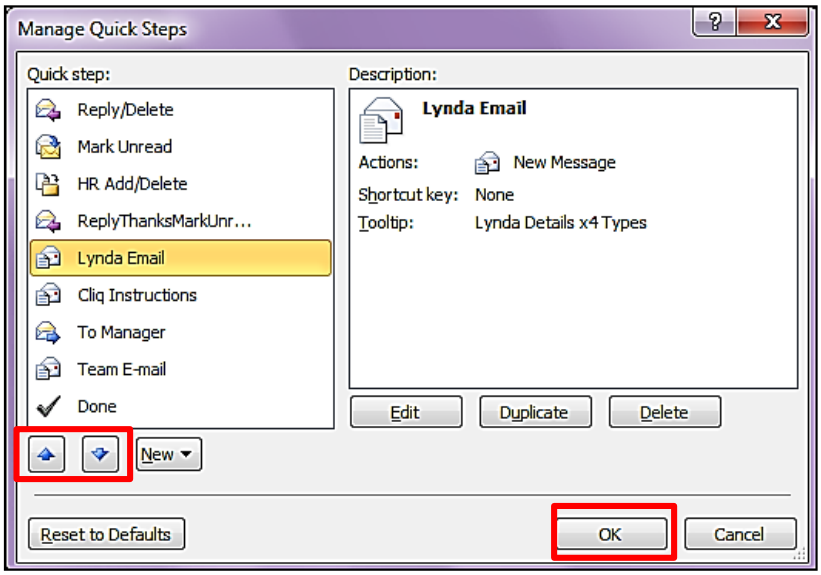


Extras:

To edit, duplicate or delete any **Quick Steps** you have added, simply right mouse on the Quick Step name and to find these options.



You can also change the placement of where the **Quick Steps** appears in your Outlook. For example I wanted my **Reply/Delete** Quick Step to appear first and to the left but during the fall semester I want another one there because I will use it every day for a couple of weeks. On the **Quick Steps** grouping click on the drop down arrow to find **Manage Quick Steps**.



A **Manage Quick Steps** dialog box appears. Notice the arrows that allow you to move your **Quick Steps** up or down. You can also **Edit** a Quick Step here too.
Click **OK** when finished.