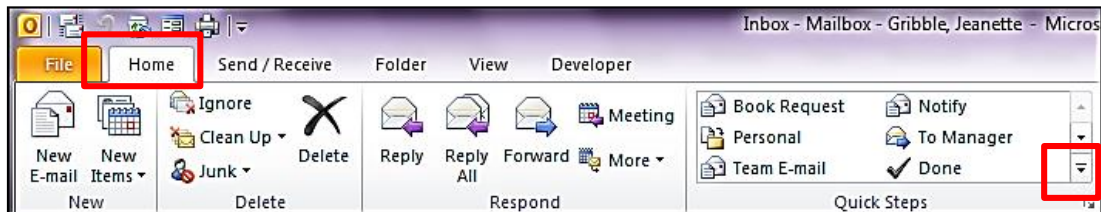# Microsoft Outlook 2013: Quick Steps - Email with Subject

Do you send the same email over & over? Follow these steps to add an email with details & with a saved subject to **Quick Steps**. Have your text details in a Word document so you can copy and paste into the Quick Steps area.
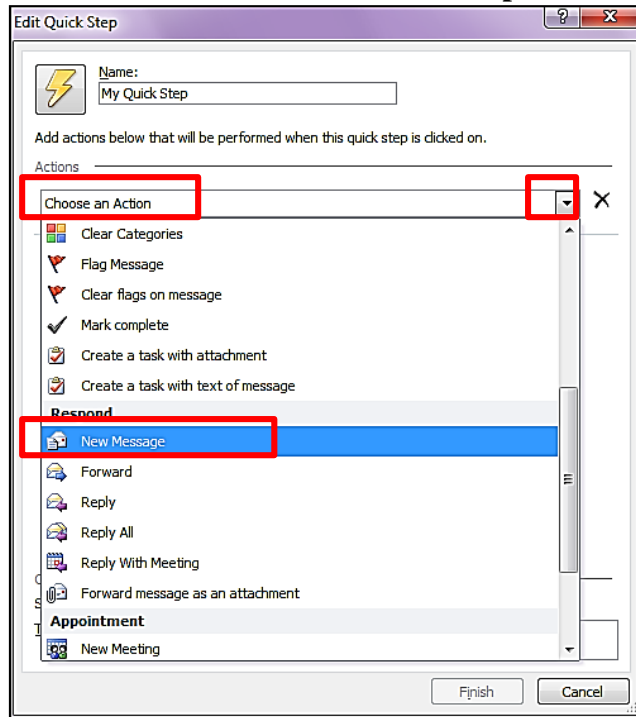
In **Outlook**, on the **Home** tab, locate the **Quick Steps** grouping section.


Click on **Create New**. If you don't see **Create New**, click on the drop down arrow shown below at the very bottom of the bar as shown above to open up more choices.
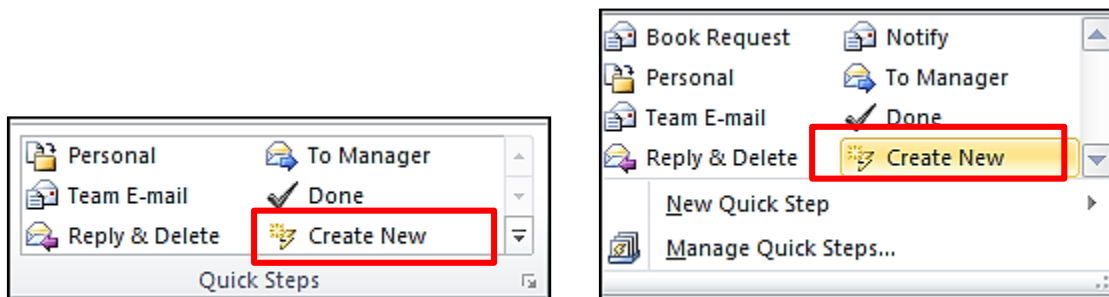
The **Edit Quick Steps** window opens. Click on the drop down arrow under **Choose an Action**, scroll down and under the **Respond** click on **New Message**.

Once you click on **New Message** the dialog box changes to screen shot shown below. Click on the **Show Options** link.
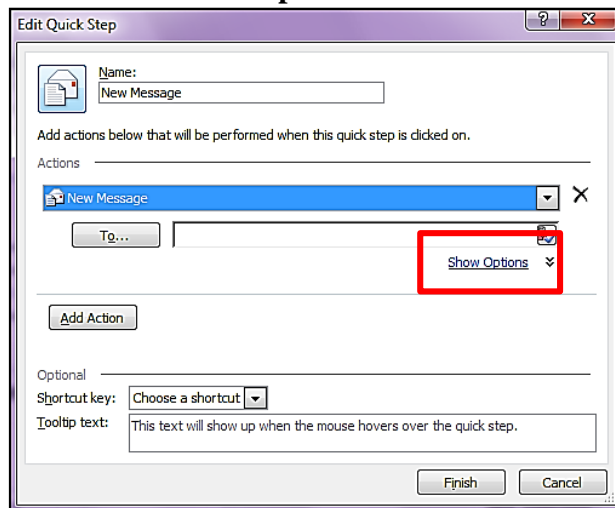
It will open up options to create your email. First fill in a **Name**. This name will appear in the **Quick Steps** grouping window. Under **Subject** put in the subject that will appear in the **Subject** of the email it will create. Under **Text** paste or type in all content you want inside this dialog box, it will allow a lot of content to be added. Do not add a signature unless you want something else other than your default signature. Your default signature will be added automatically. You can certainly choose any other options shown on this dialog box.

In the **Tooltip text** area you can type in any details that will show up when you hold your mouse of the name of the **Quick Step.** Click **Finish**. Example shown below of Quick Step created above.
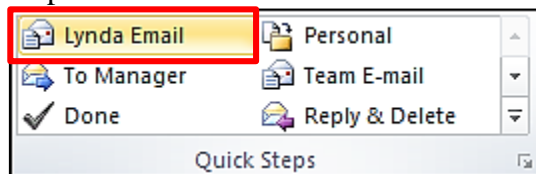
To edit or delete any **Quick Steps** you have added, simply right mouse on the item and to find your options.