


Quick Steps

Quick Steps is a new feature that helps you quickly manage your inbox. For example, if you frequently move messages to a specific folder, you can use a Quick Step to move the message in one click. Or, if you frequently forward messages to your manager or peers, a one-click Quick Step can simplify the task.

Default Quick Steps in Outlook 2010

QUICK STEP	ACTION
Move to:	Moves the selected message to a mail folder that you specify and marks the message as read.
To Manager	Forwards the message to your manager. If your organization uses Microsoft Exchange Server, your manager's name is detected in the Global Address List and inserted in the "To" box, or you can specify the recipient.
Team E-mail	Forwards the message to others in your team. If your organization uses Microsoft Exchange Server, your team members names are detected in the Global Address List and inserted in the "To" box.
Done	Moves the message to a specified mail folder, marks the message complete, and then marks it as read.
Reply & Delete	Opens a reply to the selected message, and then deletes the original message.
Create New	Create your own Quick Step to execute any sequence of commands, name it, and then apply an icon to help you identify it.

Changing Existing Quick Steps

1. In **Mail**, on the **Home** tab, in the **Quick Steps** group, click the **More**  arrow at the side of the **Quick Steps** box, and then click **Manage Quick Steps**.
2. In the **Quick Step** box, click the Quick Step that you want to change, and then click **Modify**.
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 that you want to assign to that Quick Step.
5. If you want to change the icon for a Quick Step, click an icon next to the **Name** box, click an icon, and then click **OK**.

Creating a Quick Step

1. In **Mail**, on the **Home** tab, in the **Quick Steps** group, in the **Quick Steps** gallery, click the **Create New Quick Step**.
2. Click an action type from the list or click **Custom**.
3. In the **Name** box, type a name for the new Quick Step.
4. Click the icon button next to the **Name** box, click an icon, and then click **OK**.
5. Under **Actions**, choose an action that you want the Quick Step to do. Click **Add Action** for any additional actions.
6. To create a keyboard shortcut, in the **Shortcut key** box, click the keyboard shortcut that you want to assign.

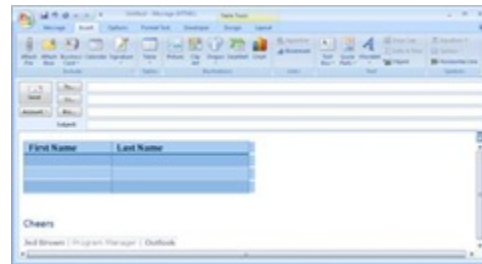
Quick Parts

Quick Parts exist both in Outlook and Word, and allow you to save pieces of content to easily re-use.

Creating a Quick Part

1. Select the Content You Want to Save

The first step involves selecting the content that you have created and want to reuse. In this example I have selected a table that I fill out and send repeatedly.



2. Add the Selection to Quick Parts

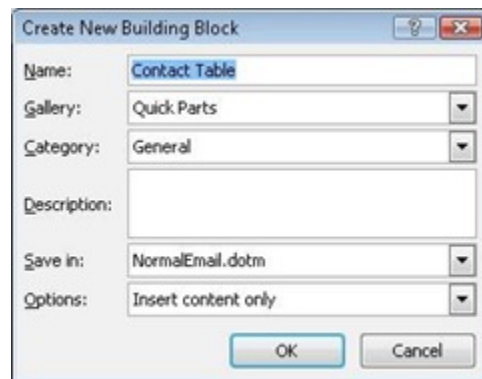
Now that the content is selected click on the **Insert** tab in the Ribbon, choose **Quick Parts** and then click **Save Selection to Quick Part Gallery**....



3. Choose a Name for Your New Quick Part

Choose a name that you want for the Quick Part and press OK.

You've just created a Quick Part!



4. Use Your New Quick Part

Whenever you want to insert your Quick Part click on the **Insert** tab in the Ribbon, choose **Quick Parts** and you will see a gallery with all your saved Quick Parts. Clicking on the Quick Part will insert it at the current cursor position. You can find more advanced options by right-clicking the desired Quick Part.

