

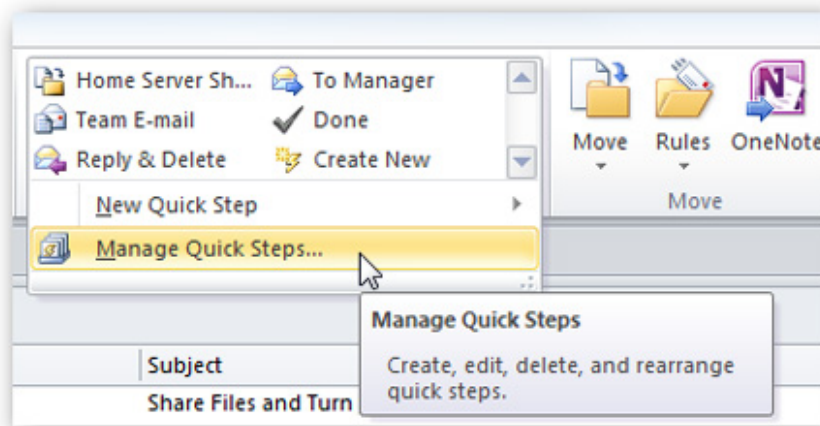
Create and manage Quick Steps in Outlook 2010

One of the most new and handy functions of Microsoft Outlook 2010 is Quick Steps - which can help users create, manage and apply many functions in a single operation to manage email.

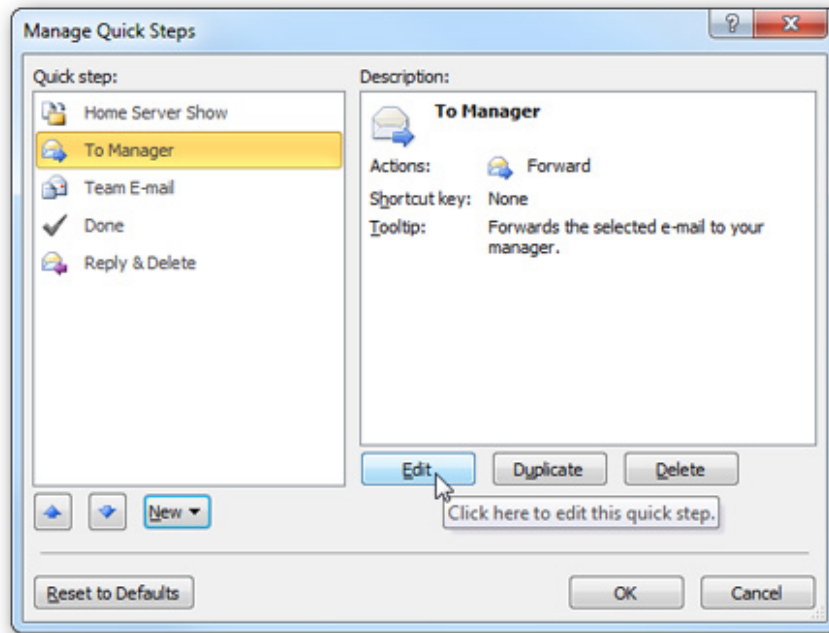
QuanTriMang.com - One of the most new and handy functions of Microsoft Outlook 2010 is Quick Steps - which can help users create, manage and apply many functions in a single operation to manage email .

Set Quick Steps

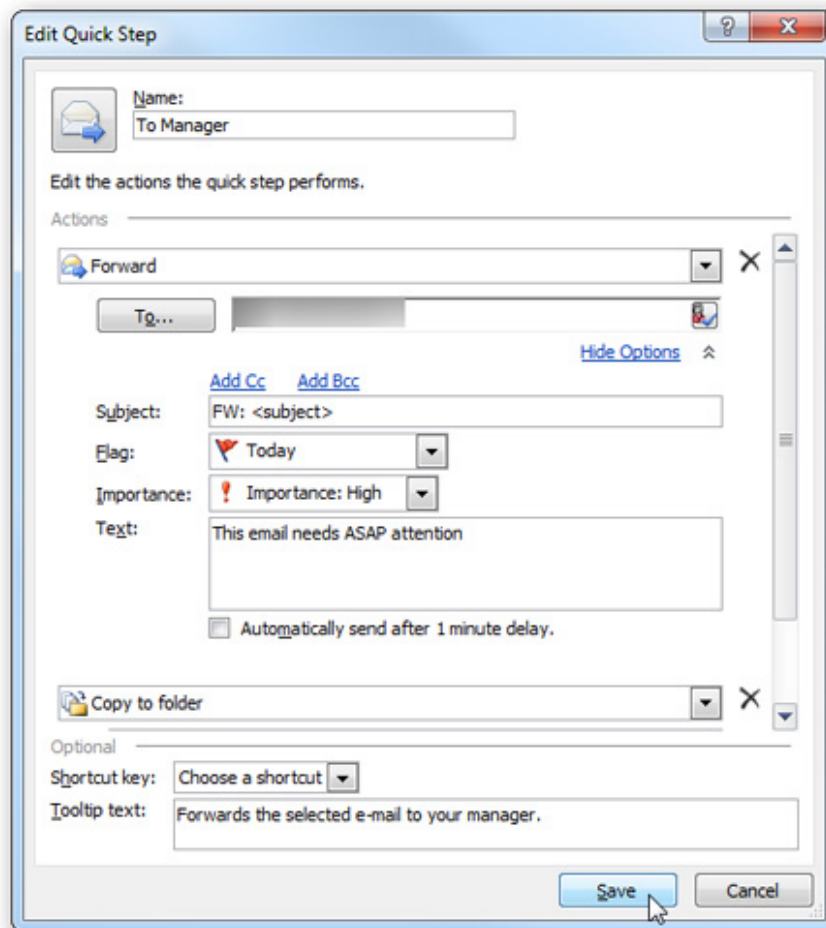
At the *Home* tab, press **Quick Steps** ' display arrow and select **Manage Quick Steps** :



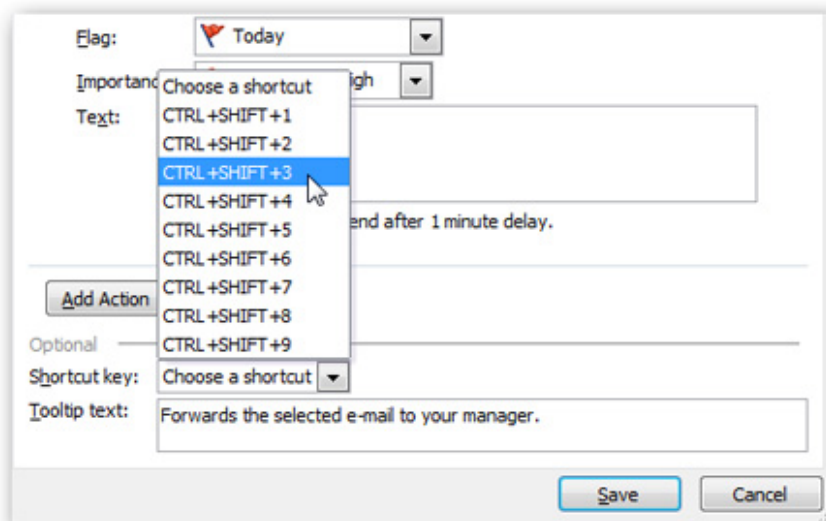
The *Manage Quick Steps* window opens, where the user can choose between the main functions. In this tutorial, we will modify the *To Manager* step. Select **To Manager** > **Edit** :



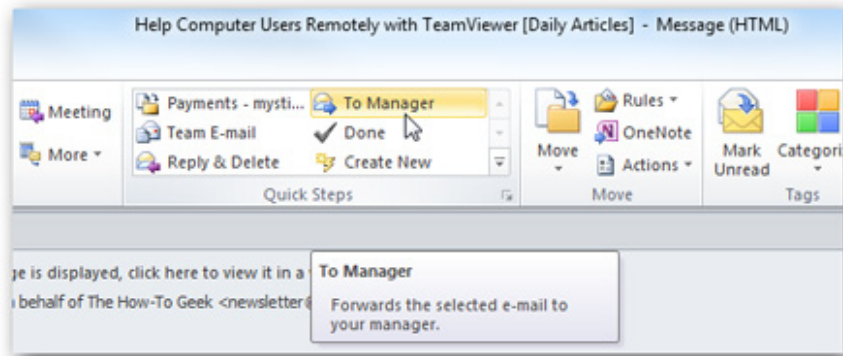
And we begin to modify the steps applied. For example, we need to forward any email to our superiors. Therefore, enter the email addresses of the managers, select the importance level, and add the comment text next to it. Besides, we can also move these emails to any folder:



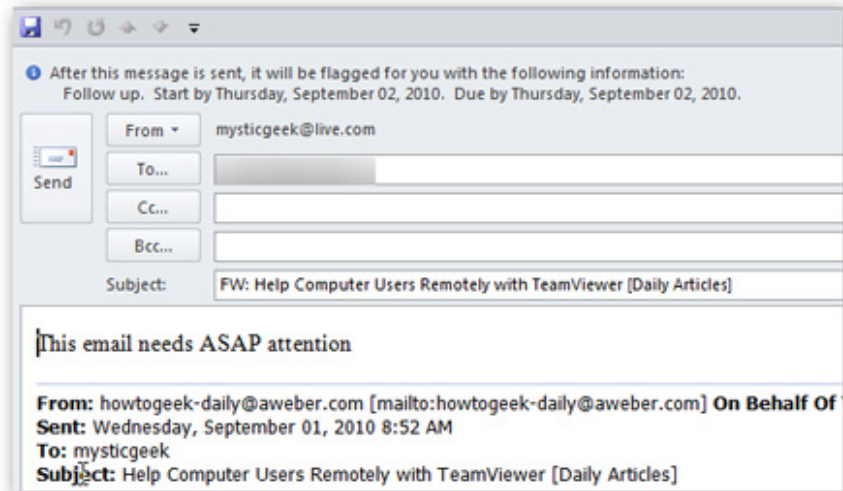
Select the appropriate shortcut:



After saving, open any email you want to send to your superiors and select **To Manager** from the *Quick Steps* function box:

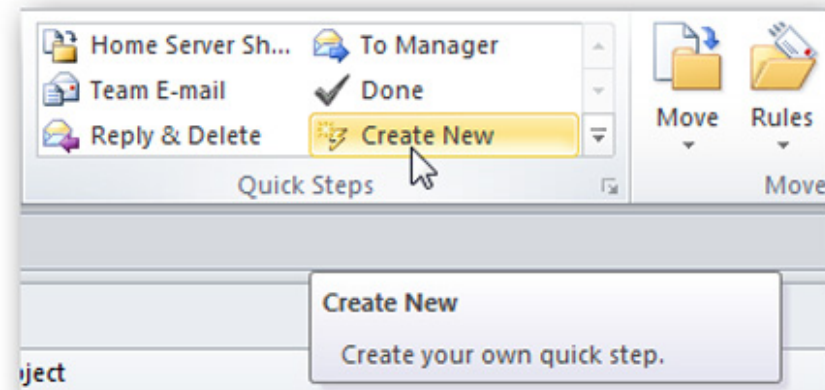


Here, you can forward, add or remove recipients if you want:

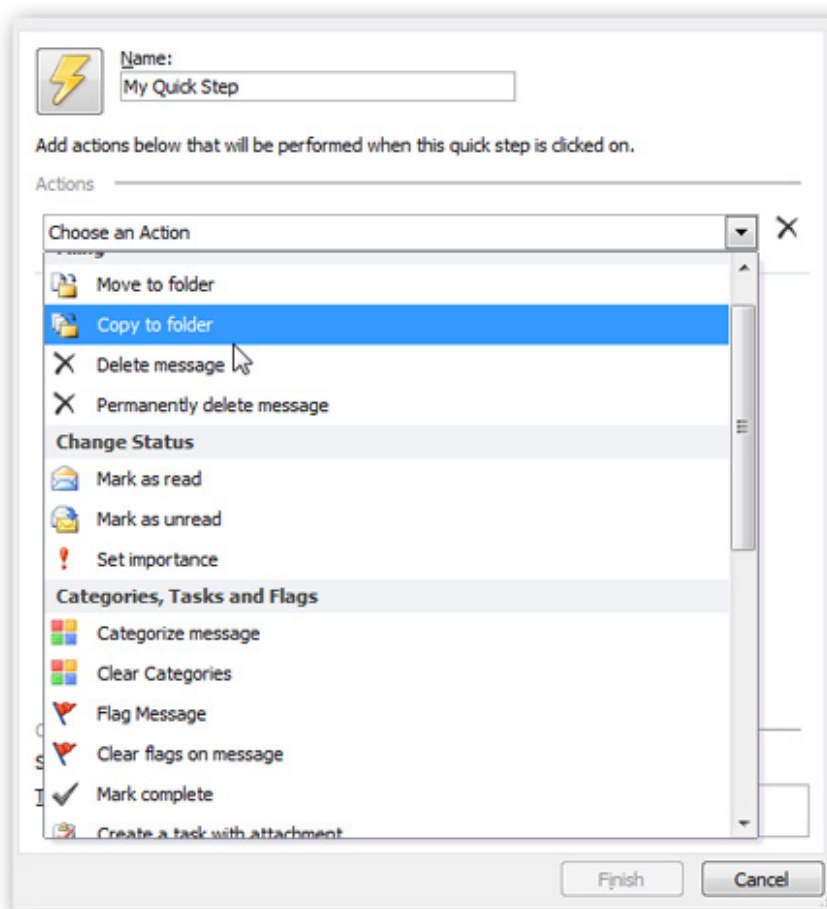


Create your own Quick Step

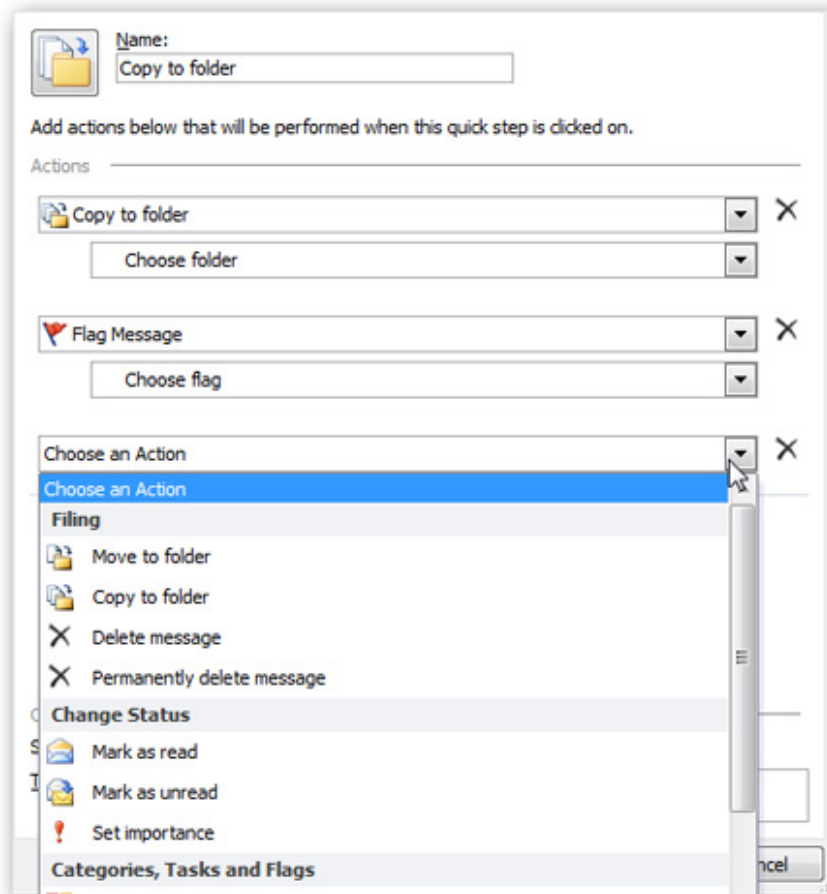
On the other hand, you can also create your own Quick Step if you want. At the *Home* tab, select **Create New** from the **Quick Steps** box:



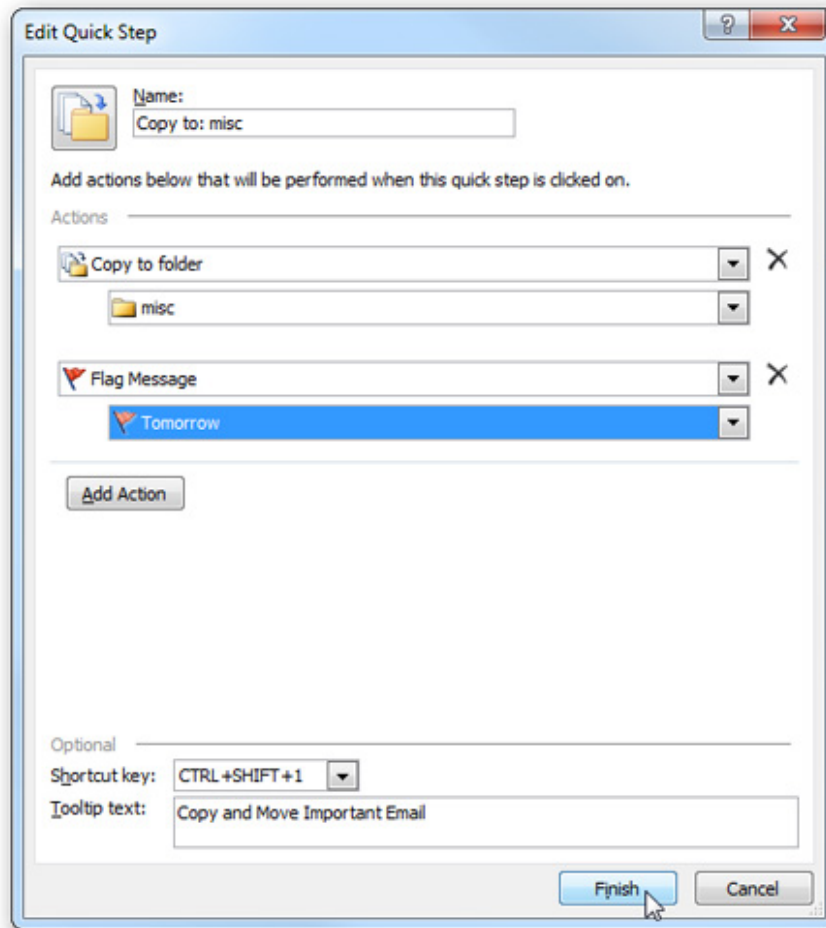
And choose the appropriate actions, name, add caption text - will show when you hover over the Quick Steps box:



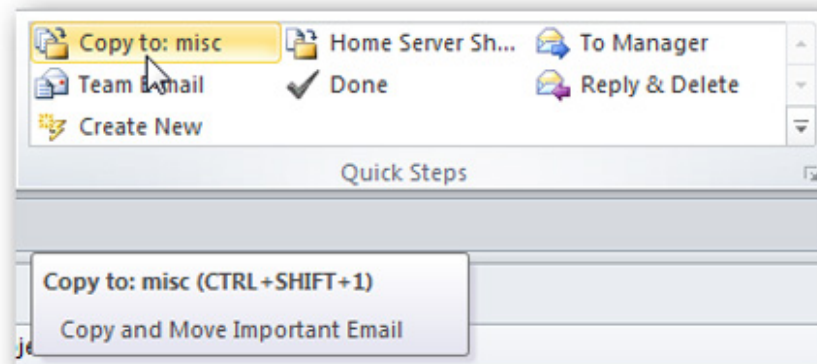
For example, we will copy the email to any folder and mark these emails. Alternatively, you can add other actions if you want:



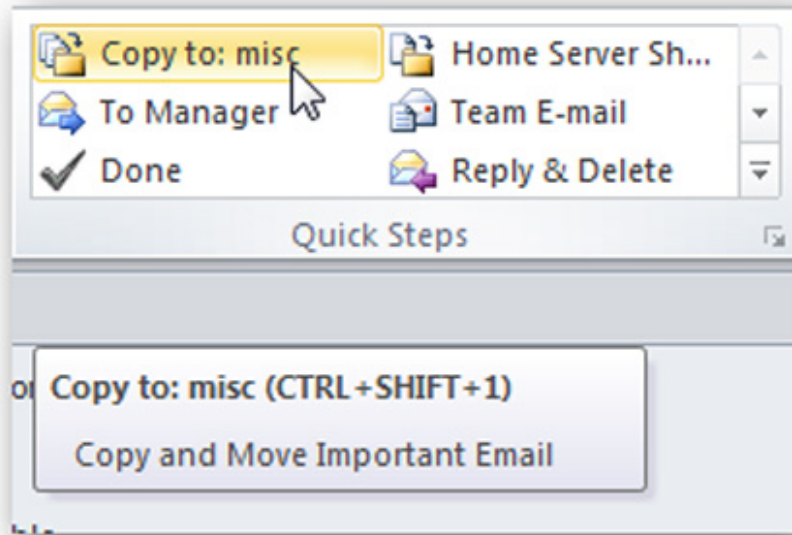
The steps taken during this test include: naming the action **Copy to: misc** , applying the action is to copy the email to the misc folder . then click **Finish** :



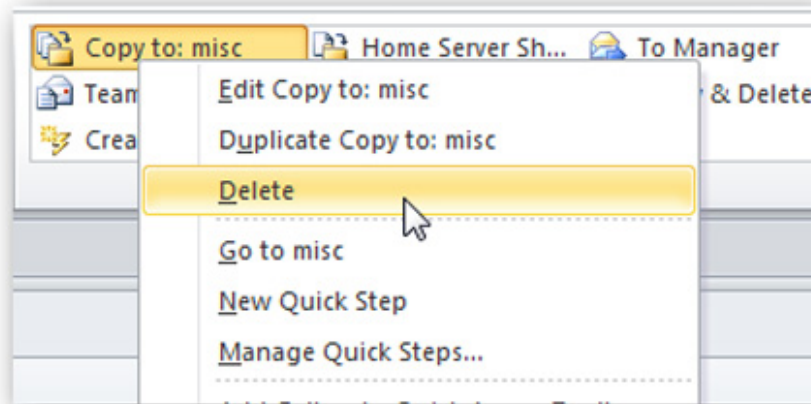
Now, in Quick Steps, you will see Step has just created:



And we will test it by opening any email and applying Quick Step:



But note that, if you have multiple accounts in Outlook, you'll have to set Quick Steps separately for each corresponding account. If you don't want to use Quick Steps, right-click on it and select **Delete** .



Here are some basic steps to set up and use Quick Steps in Outlook, which is very convenient for email management. Good luck!

You finished reading the article "**Create and manage Quick Steps in Outlook 2010**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.