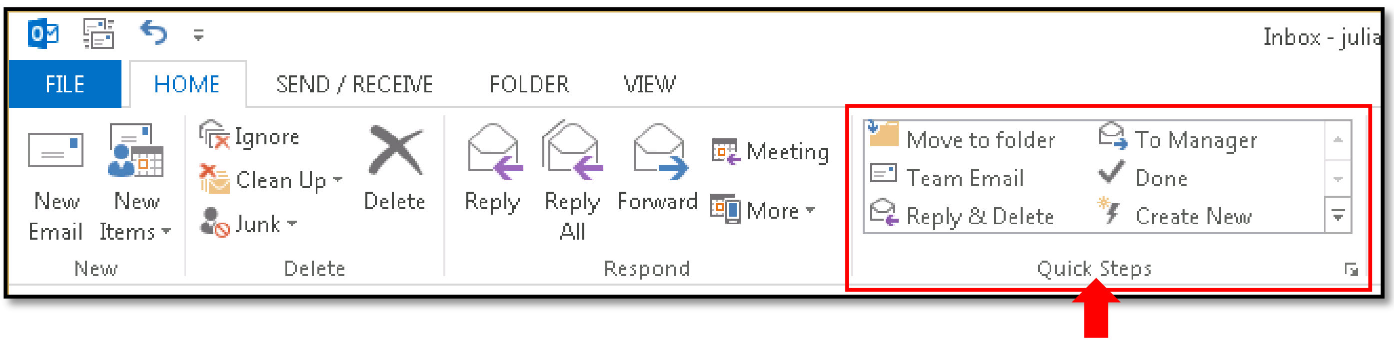
Using Quick Steps

Objective
This document provides instructions on how to use Quick Steps in Outlook 2013 (after your LAUSD mailbox has migrated to Office 365).

Part 1 – What are Quick Steps?
Quick Steps are buttons that perform the routine actions you do over and over. For example, you can use Quick Steps to do any of the following actions (and more) with just one click:

- Save event schedules in a specific folder
- Send a weekly reminder to your team to complete their time cards
- Forward a parent's message to your Assistant Principal
- Schedule a department meeting

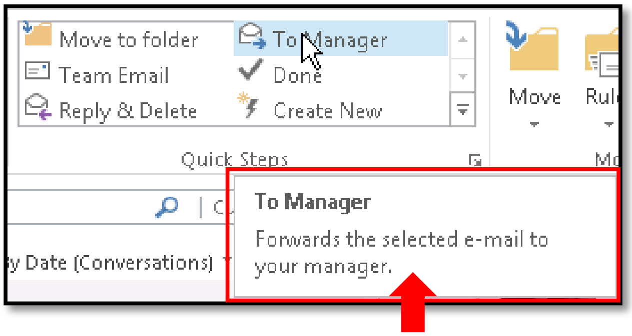


Each Quick Step has a simple set-up process where you specify the details of the action. By pre-programming these actions, Quick Steps save you time.

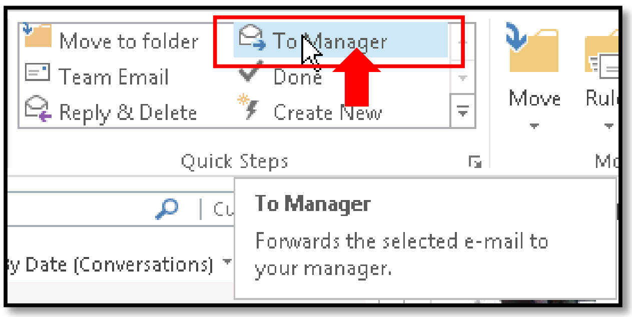
Quick Step	Action	Details You Need to Specify
Move to Folder	Moves the selected message to a folder that you specify	• Select a destination folder
To Manager	Forwards the selected message to a person that you specify	• Rename the Quick Step • Select your manager in the To field
Team Email	Addresses a new message to a list of people that you specify	• Rename the Quick Step • Select your teammates in the To field
Done	Marks a message as read, and moves it to a folder that you specify	• Mark messages as complete and/or read • Select the destination folder
Create New	Creates a new Quick Step button for a different action	See *Part 3 - Create a New Quick Step*
Reply & Delete	Replies to the sender of the selected message and deletes the original message or conversation*	N/A (no details are required)

Part 2 – Set Up an Existing Quick Step

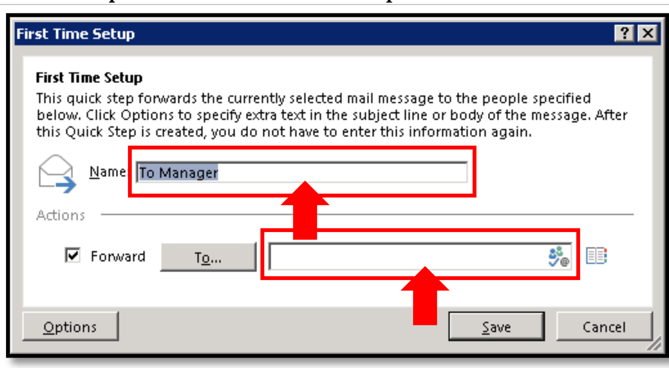
1. Select the **Home** tab in the top left corner, and hover over the **Quick Steps** buttons to view their descriptions.



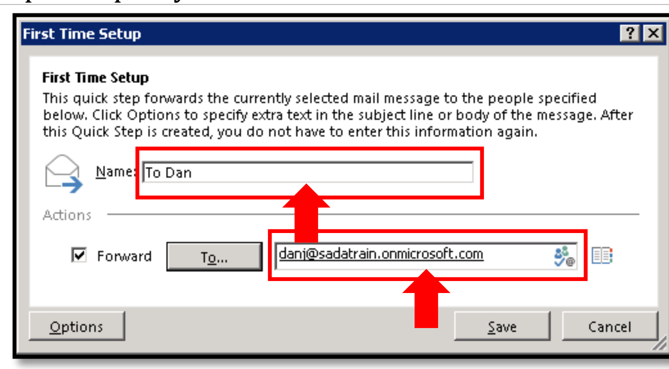
2. Click a Quick Step button that you want to set up for your mailbox.



3. This opens a First Time Setup window. Follow the prompts to specify the details of the action.

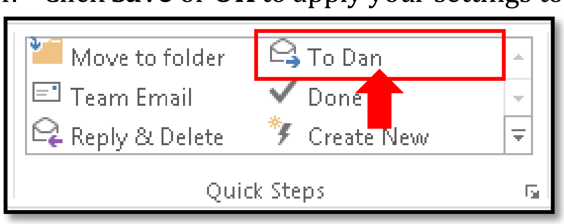


Blank Options (To Manager example)

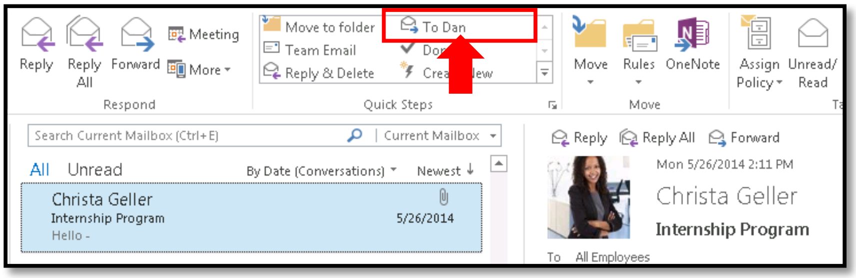


Selected Options (To Manager example)

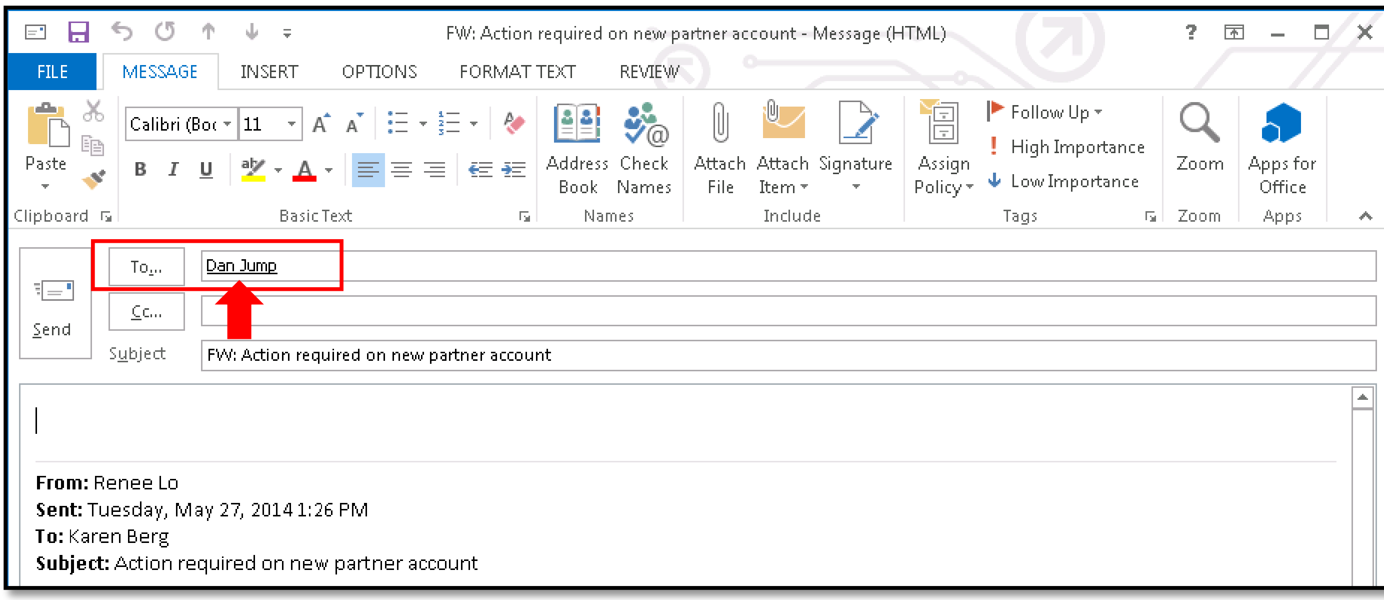
4. Click **Save** or **OK** to apply your settings to the Quick Step button.



5. Select a message, and click the Quick Step button.

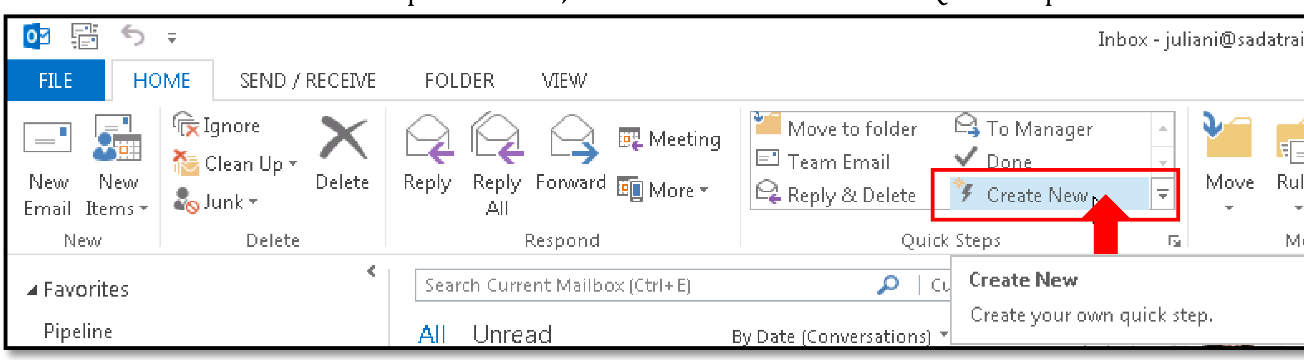


6. Outlook performs the action according to the details you entered in step 3 above.

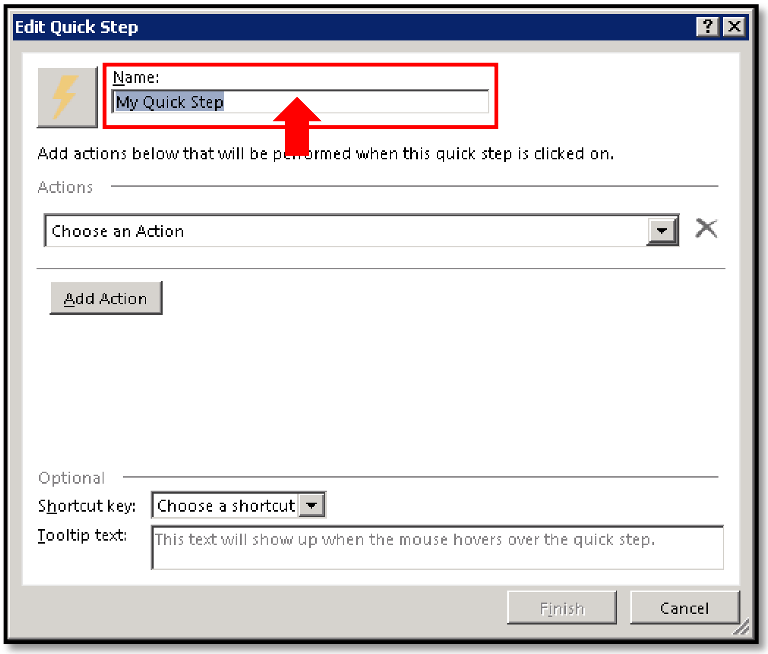


Part 3 – Create a New Quick Step

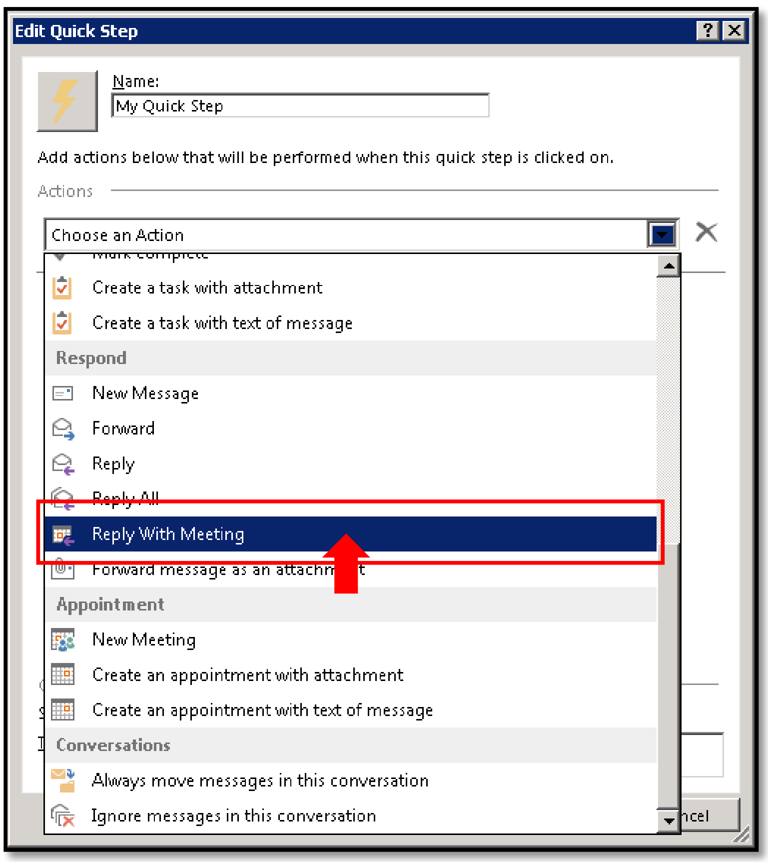
1. Select the **Home** tab in the top left corner, and click **Create New** in the Quick Steps section.



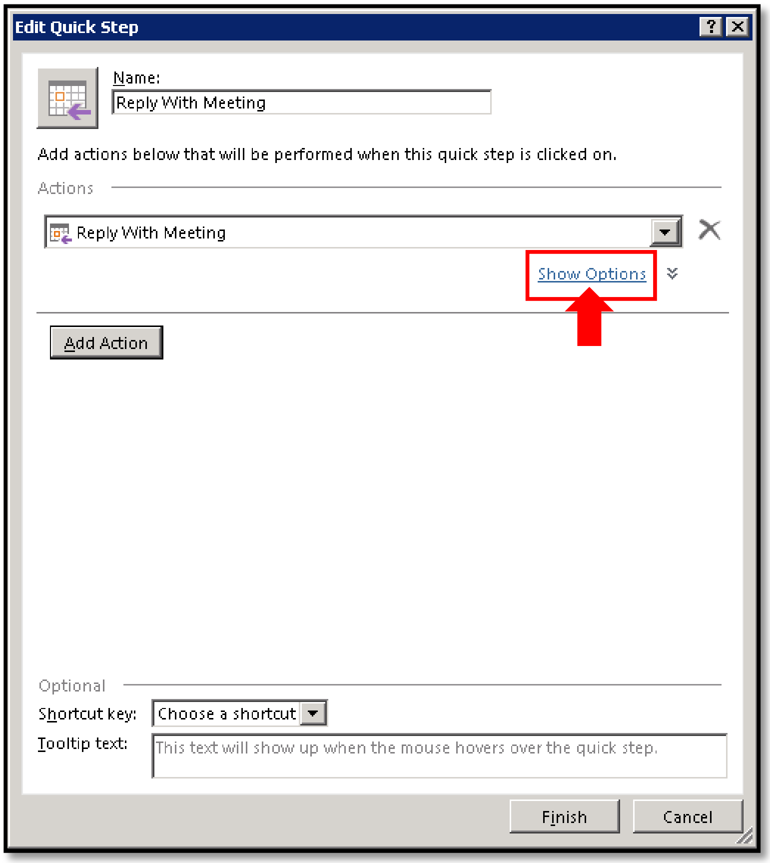
2. This opens the Edit Quick Step window. Type a name for this Quick Step in the **Name** field.



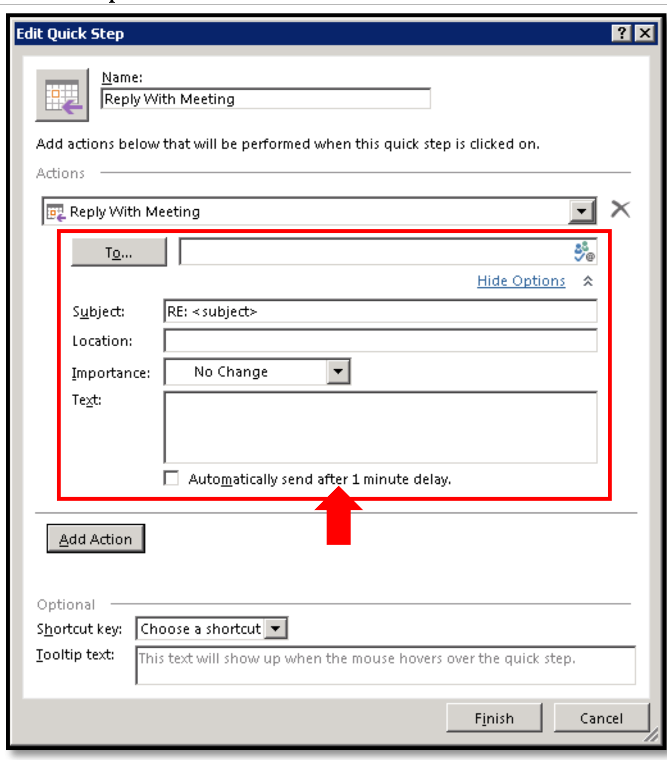
3. Click the **Choose an Action** menu, and select the action you want the Quick Step to perform.



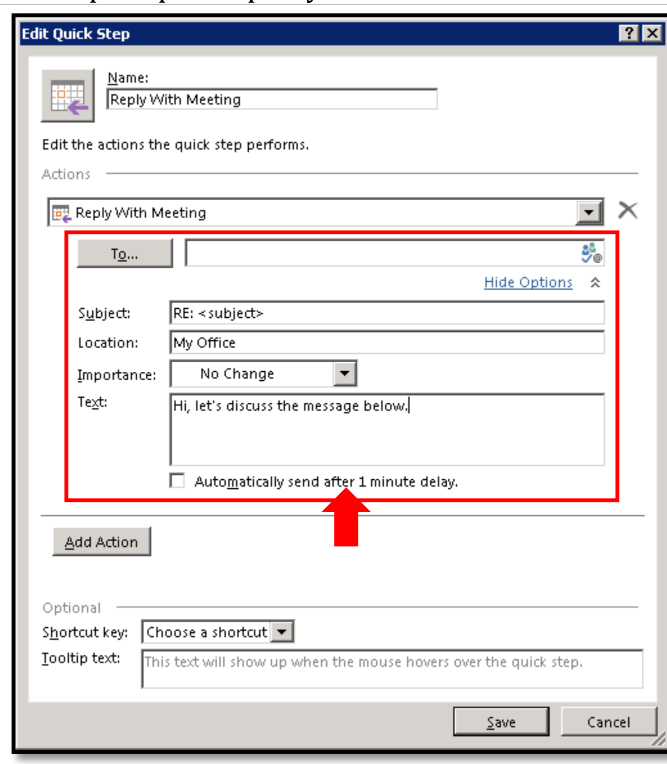
4. Click **Show Options**.



5. This opens fields and menus related to the action. Follow the prompts to specify the details of the action.

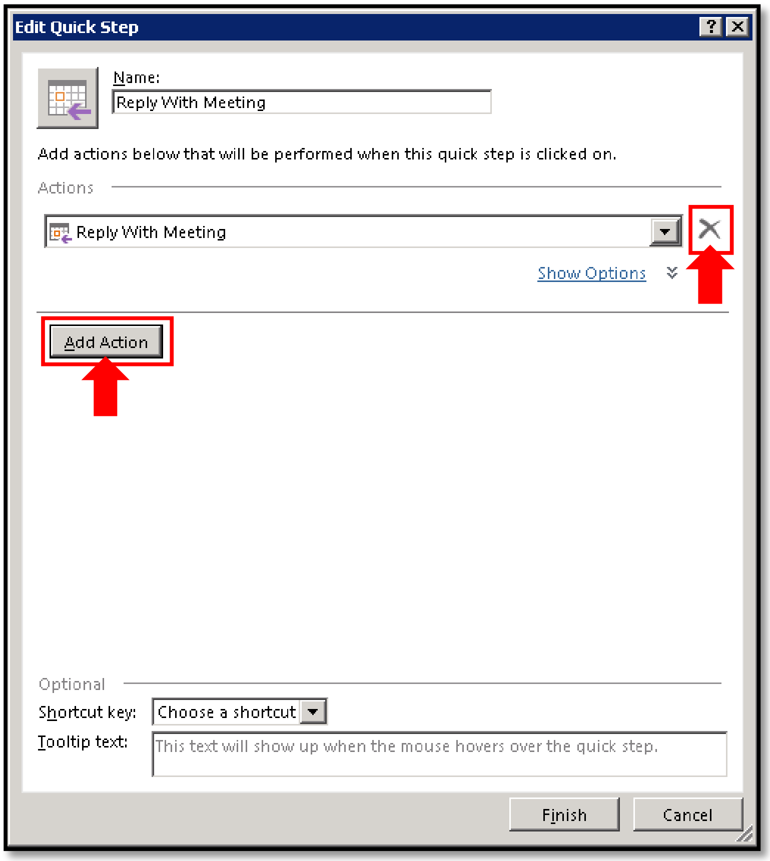


Blank Options (Reply With Meeting example)



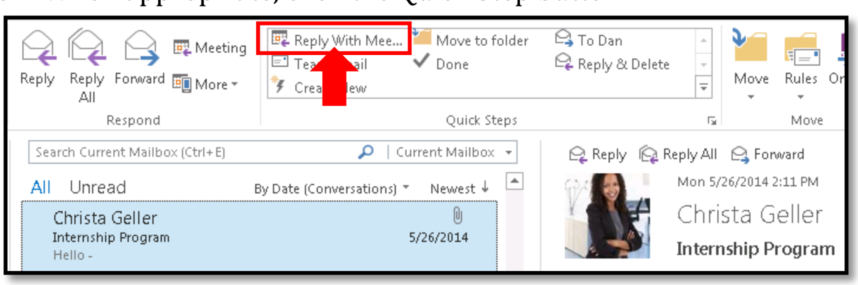
Selected Options (Reply With Meeting example)

6. To add an action, click the **Add Action** button, and repeat steps 3-5. To delete an action, click the **X** to the right of the Choose an Action menu.



7. Click **Finish** to apply your settings. The new Quick Step button appears at the top of the Quick Step list.

8. When appropriate, click the Quick Step button.



9. Outlook performs the action(s) according to the settings you entered above.