

Creating a Quickstep Email:

Many of you may be familiar with Quickstep as a form of dance often seen on Dancing with the Stars. However, the Outlook version of Quickstep is nothing like that. It is comparable to a shortcut -- a one-click action that will save you time with those often repeated tasks.

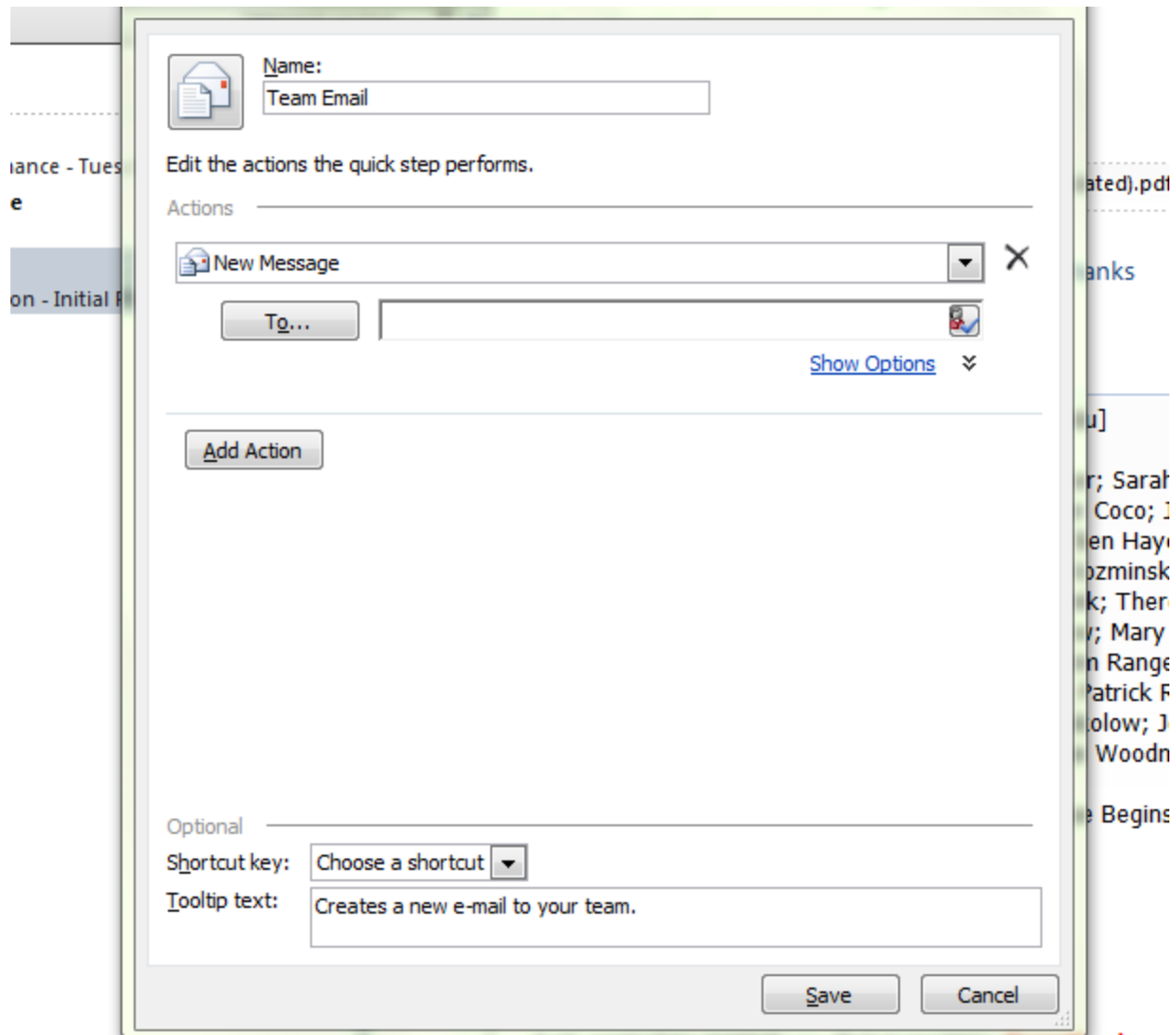
For example, let's say you are involved with a project that is comprised of several team members that you often need to communicate with. A Quickstep email will save you the time of creating a group in your address book, launching an email and addressing it each time you need to communicate.

Here's how:

Along the Toolbar/Ribbon portion of your Outlook Home page, click on the "Team Email" button in the Quickstep panel.



You will see the Quickstep wizard:

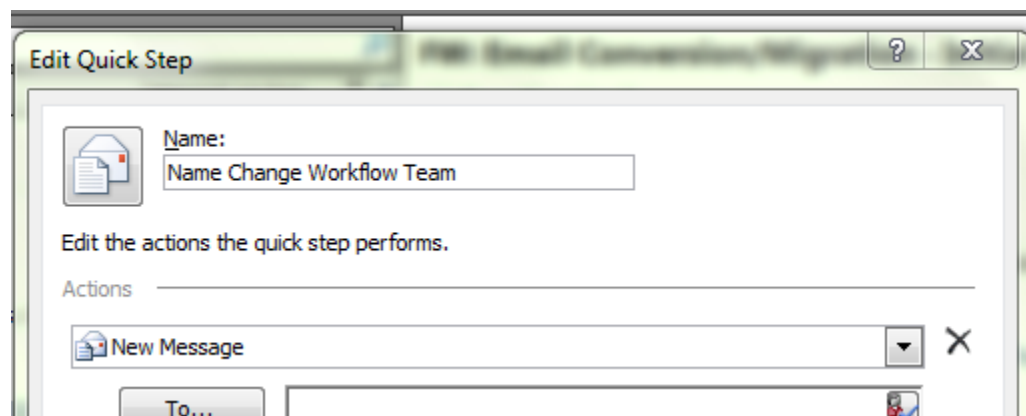


tions
your GVSU email conversion

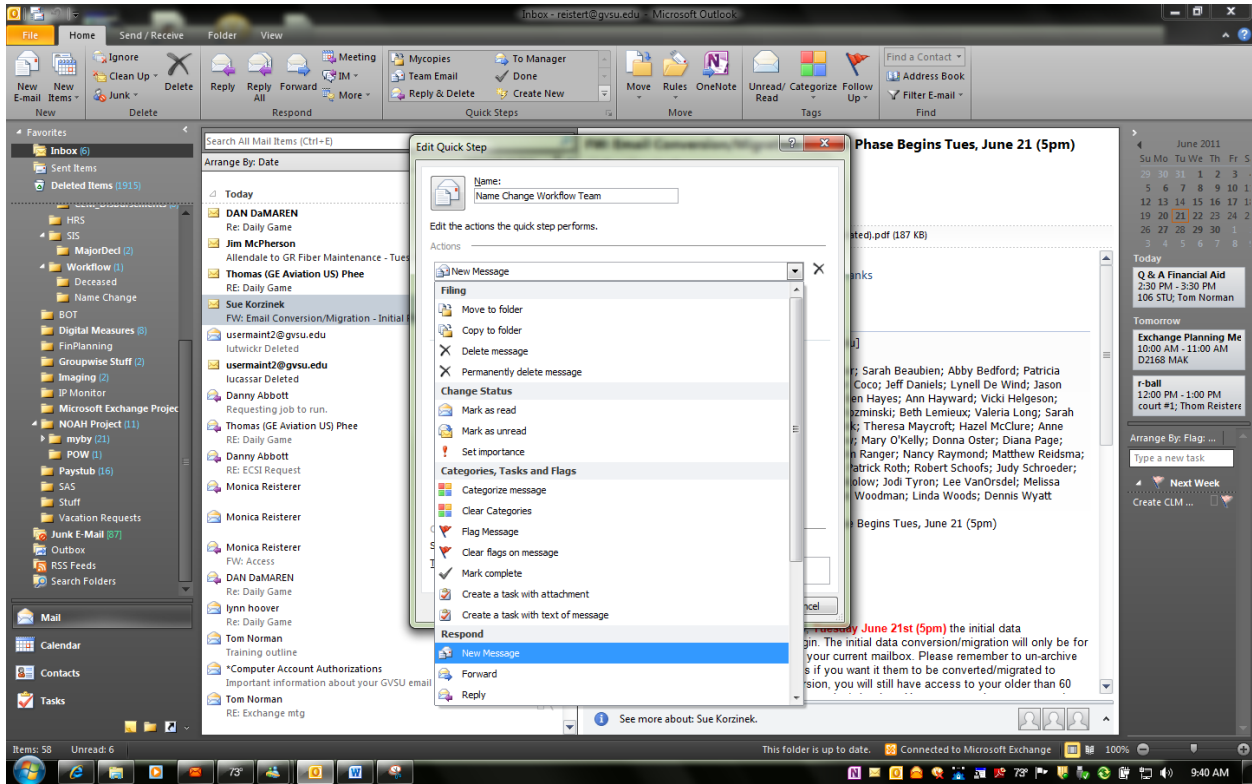
6:55 AM

Just wanted to remind you that tomorrow, **Tuesday June**
conversion/migration for Group 1 will begin. The initial da
data that is older than 60 days AND is in your current mai

Type a name for your Quickstep:

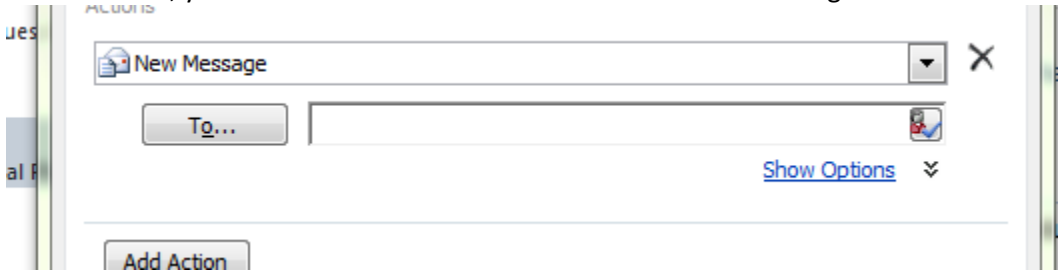


Select an Action:

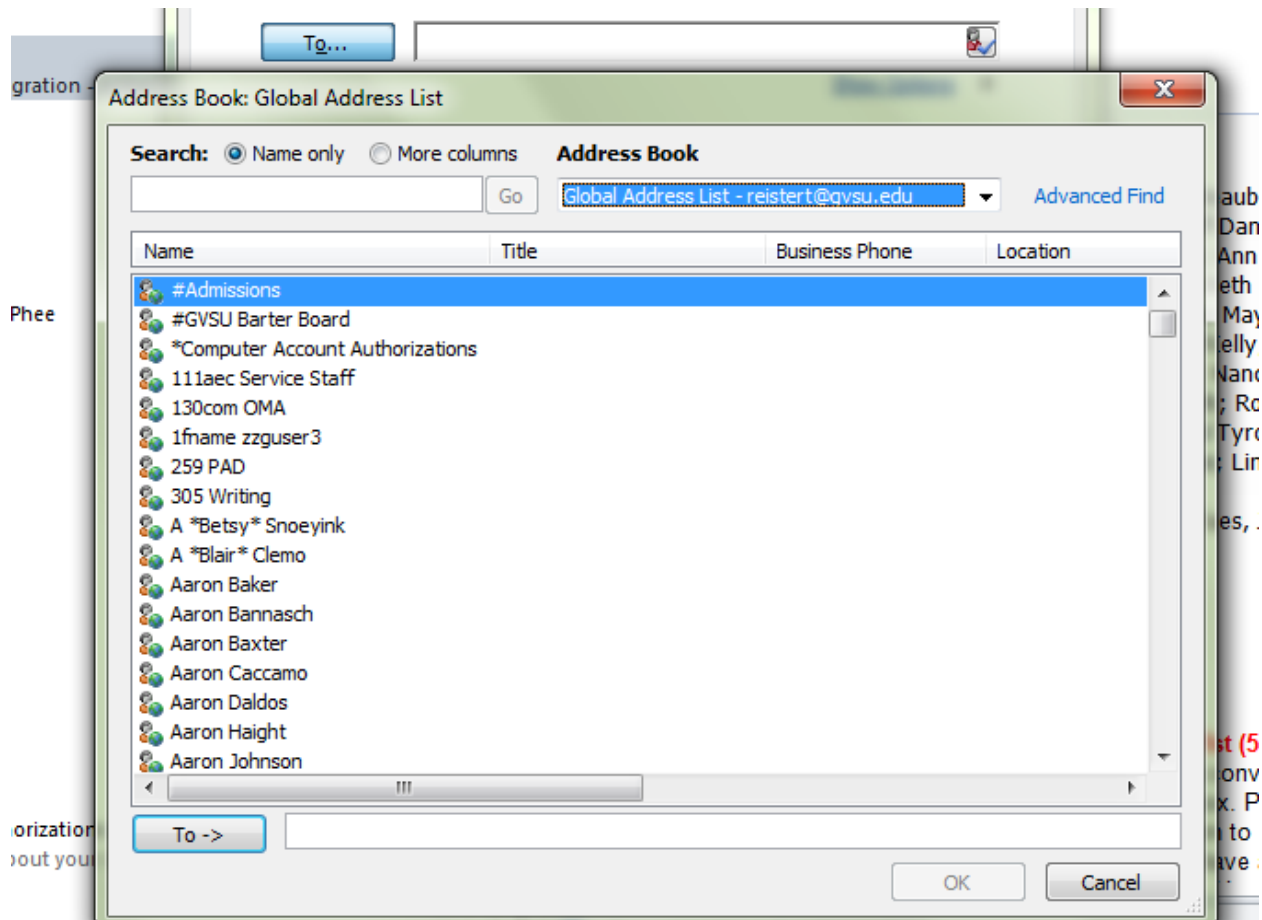


In this example, we are creating a **New Message**.

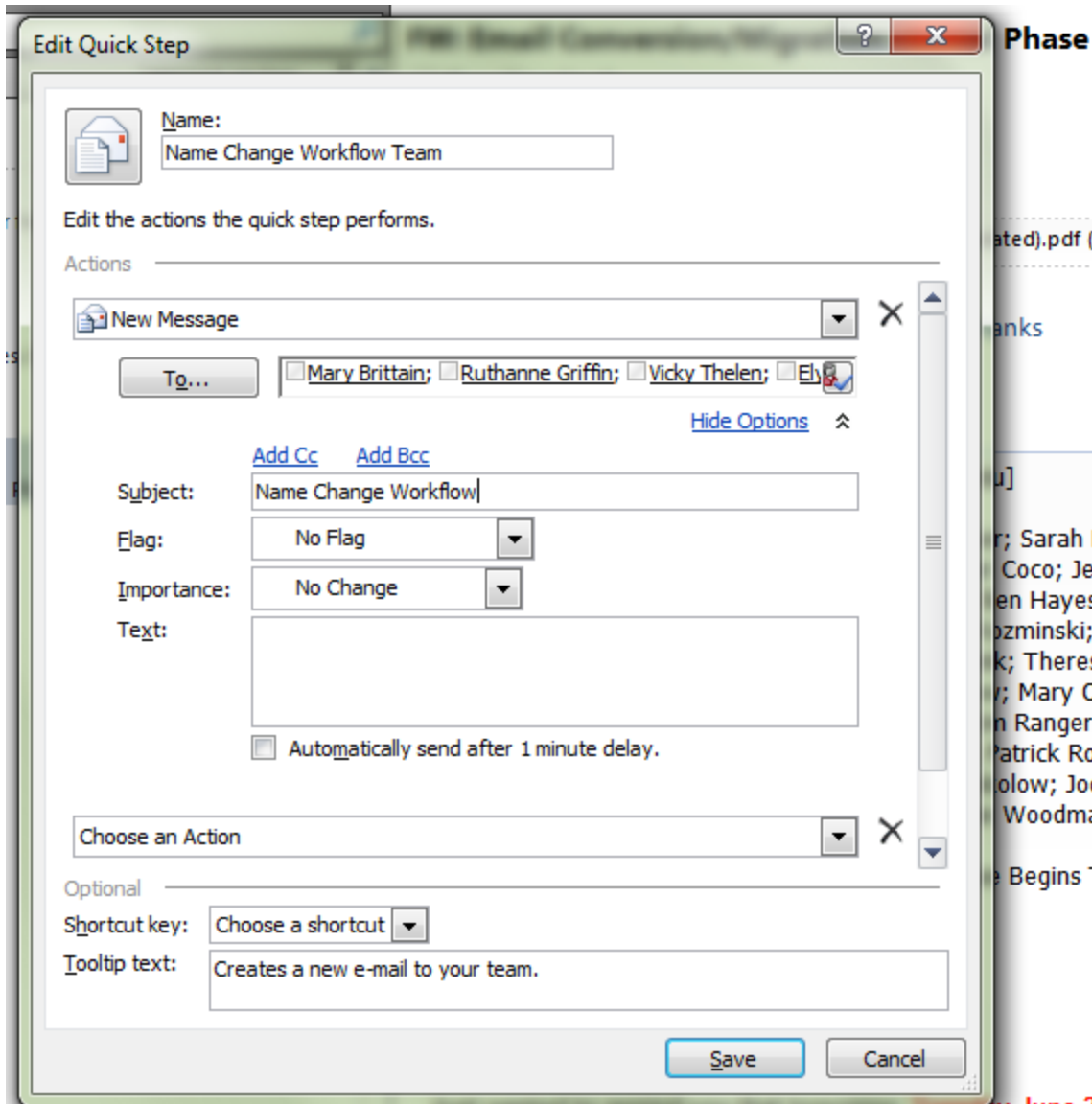
In the To: box, you can enter the names of those who will be receiving the email.



Or Click on the To... button to bring up access to all Address Books available to you.



Click on **Show Options:**

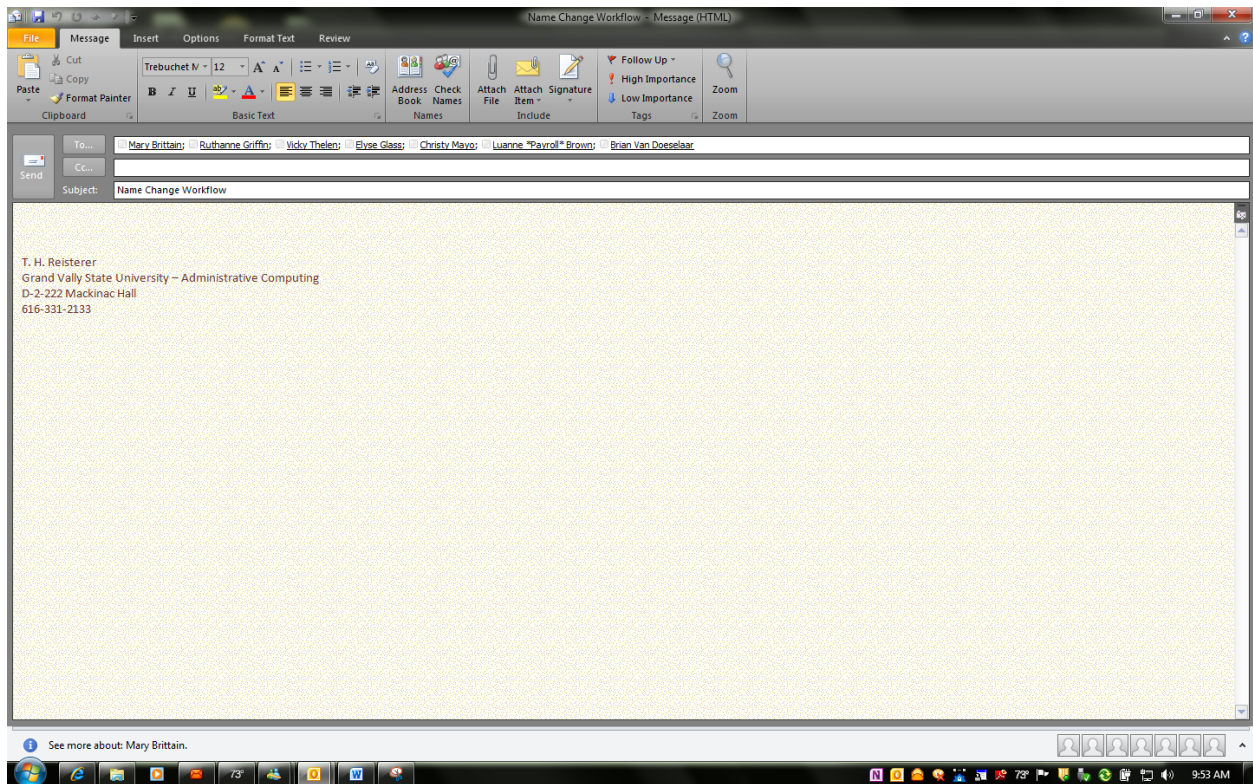


This is where you can pre-fill the Subject Line of the email, you can add Cc recipients or Bcc recipients. You can also set a Flag, Importance level and include some common text if appropriate.

Click **Save** when done and you'll see your Quickstep email in the Quickstep panel of the Toolbar/Ribbon:

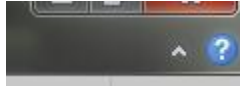


Click on the Quickstep Email ("Name Change ..." in our example) and your email is ready to be completed and sent:



You can create as many Quicksteps as you wish by clicking Create New in the Quickstep Panel and filling out the Actions as necessary.

For more detailed information Quicksteps or other Outlook capabilities, click on the [Blue Questionmark](#)



in the upper right-hand corner of the page. This will bring up the Outlook Help panel:

