Quick Steps in Microsoft Outlook

Here is a real time saver tip for you. Quick Steps allows you to apply multiple actions at the same time to email messages. If you frequently move messages to a specific folder, Quick Step will move the message for you with one click. You can assign several actions to one Quick Step. Below are some default actions to Quick Step, but you can customize your own as well.

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.

Create 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.

Watch the video below for an example.

https://youtu.be/NDrbeVWCwsg