

**From:** dopmannouncement  
**Sent:** Thursday, June 22, 2017 9:34 AM  
**To:** DOPM All Users <[DOPMAILUsers@uabmc.edu](mailto:DOPMAILUsers@uabmc.edu)>  
**Subject:** Computer Tip of the Week -- Creating Quicksteps in Outlook

## Creating Quicksteps in Outlook

Brought to you by Adim  
Premani  
- HelpDesk Triage and Computer  
(now in MT-403)



Tech

### SITUATION:

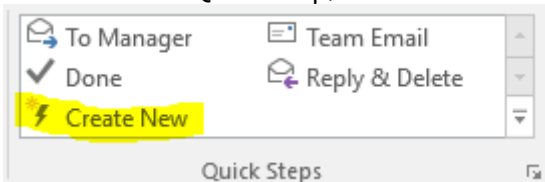
I have a process I need to do in Outlook that I do very frequently or has a lot of steps. How could I shorten the amount of clicks it takes to complete this process?

### SOLUTION:

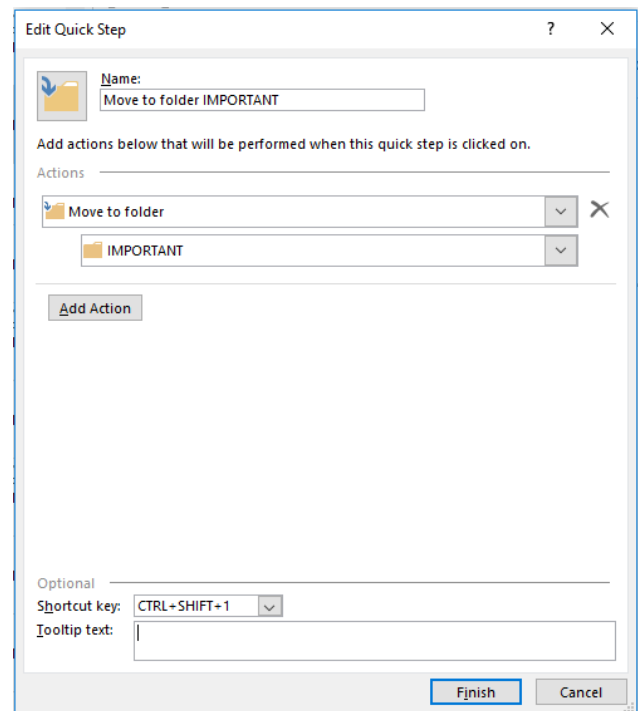
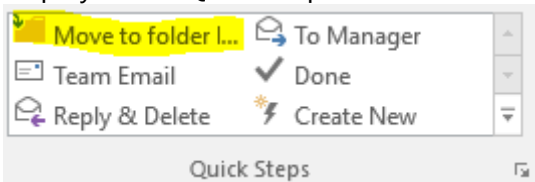
You can create “QuickSteps” in Outlook to do multiple actions with one click. QuickSteps can be found on the Home tab in Outlook.

In Outlook,

- To add a new Quick Step, click the **Create New** option in the Quick Steps box on the home tab.



- Then, give your new Quick Step a concise name.
- Next, choose the Action that you wish to add to the Quick Step.
  - For example, you can set a Quick Step that will move any selected email into a specific folder by choosing **Move to Folder** as the action and then selecting the folder name in the **Choose folder** field.
- From there, you can continue adding actions to your Quick Step, or you can stop at just one action.
- Finally, click **Finish**. Your new Quick Step should display in the Quick Steps box in the Home tab.



Now, after you click the QuickStep, any highlighted Emails or events will be moved to the “Important” folder.

Was this helpful? Do you have suggestions for a future Tip of the Week? Do you have any other comments?  
Let us know at [dopmHelp@uabmc.edu](mailto:dopmHelp@uabmc.edu)

To see an archive of past Tips of the Week: <http://www.uab.edu/medicine/dopm/help/totw>