

WELCOME

FHR Council Meeting

Tuesday, May 8, 2018

10:00 a.m.

Malibu Hall 100

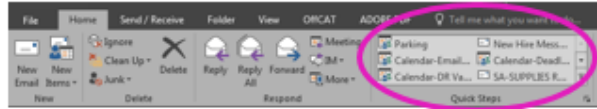
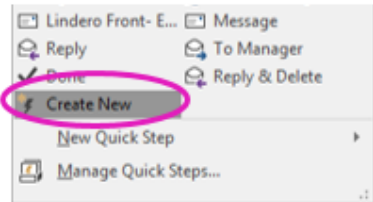
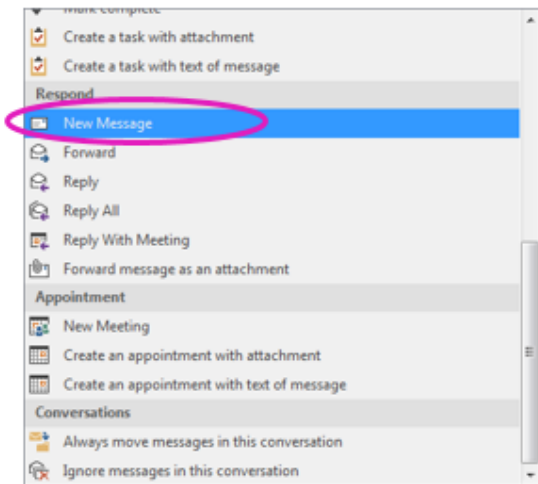
Tip of the Month – Outlook Quick Step

By: Teresa Montoya

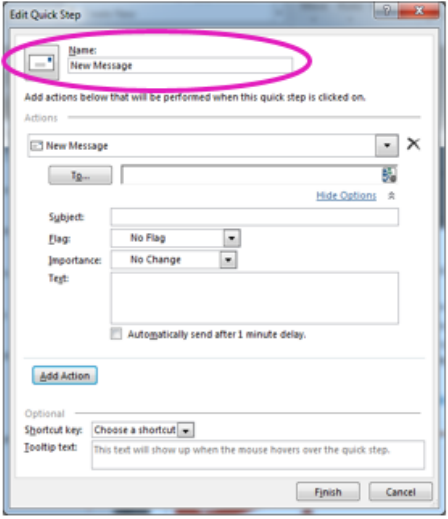
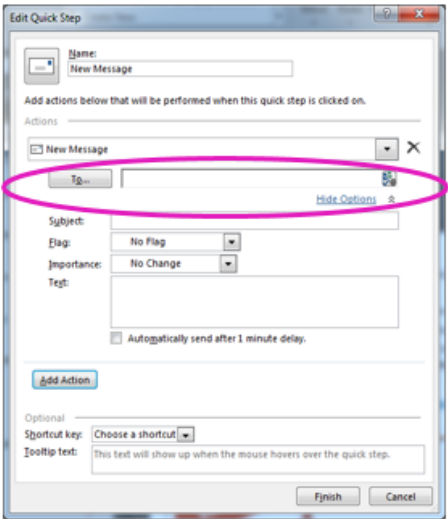
Quick Step for Emails

Quickly manage your mailbox by using Outlook Quick Step. This is beneficial for repetitive tasks including regularly sent emails, calendar invites, and other reoccurring outlooks tasks.

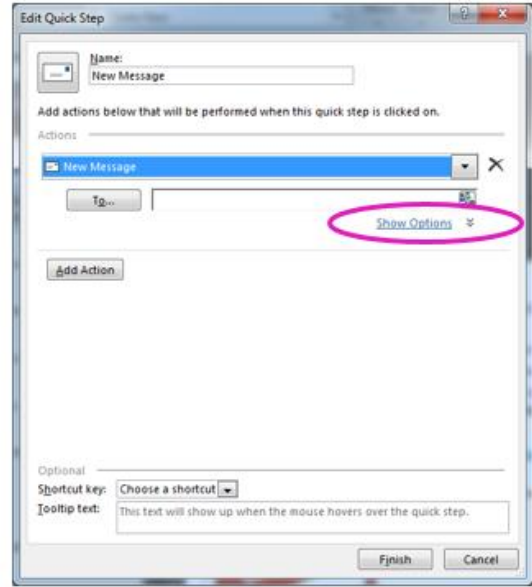
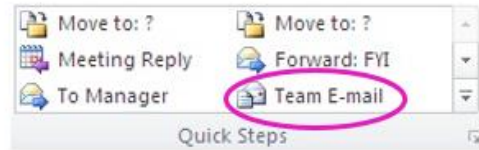
Quick Step for Emails

Process Steps	Screen Shot
Go to the home tab of your Outlook and click on "Quick Steps".	 A screenshot of the Microsoft Outlook ribbon. The 'Home' tab is selected. On the right side of the ribbon, under the 'Quick Steps' group, the 'Quick Steps' button is circled in pink.
Click on "create new".	 A screenshot of a context menu in Outlook. The 'Create New' option is highlighted and circled in pink. Other options visible include 'Lindero Front- E...', 'Reply', 'Reply & Delete', 'New Quick Step', and 'Manage Quick Steps...'.
Scroll down and click on "new message".	 A screenshot of a list of actions in Outlook. The 'New Message' option is highlighted in blue and circled in pink. Other options include 'Create a task with attachment', 'Respond', 'Forward', 'Reply', 'Appointment', and 'Conversations'.

Quick Step for Emails

Process Steps	Screen Shot
Name your email by updating "new message".	 <p>The screenshot shows the 'Edit Quick Step' dialog box. The 'Name' field at the top is highlighted with a pink oval and contains the text 'New Message'. Below the name field, there is a section for 'Actions' with a 'New Message' button. Further down, there are fields for 'Subject:', 'Flag:', 'Importance:', and 'Text:'. At the bottom, there is an 'Optional' section with a 'Shortcut key:' dropdown and a 'Tooltip text:' field. The 'Finish' and 'Cancel' buttons are at the bottom right.</p>
Use the "to" box to enter the email distribution list, if any.	 <p>The screenshot shows the 'Edit Quick Step' dialog box. The 'To' field is highlighted with a pink oval. The 'To' field is located below the 'Subject:' field and contains a dropdown menu. The 'Subject:' field is above it, and the 'Flag:', 'Importance:', and 'Text:' fields are below it. The 'Optional' section with 'Shortcut key:' and 'Tooltip text:' is at the bottom. The 'Finish' and 'Cancel' buttons are at the bottom right.</p>

Quick Step for Emails

Process Steps	Screen Shot
Click on "show options" to add the message subject, flag/importance, and email content.	
Click finish when complete. You now have access to send the created quick step.	
For more information, go to the Office Support link: https://support.office.com/en-us/article/automate-common-or-repetitive-tasks-with-quick-steps-a9caf57e-0eb0-4b48-9141-a9904da0aaf9	

