

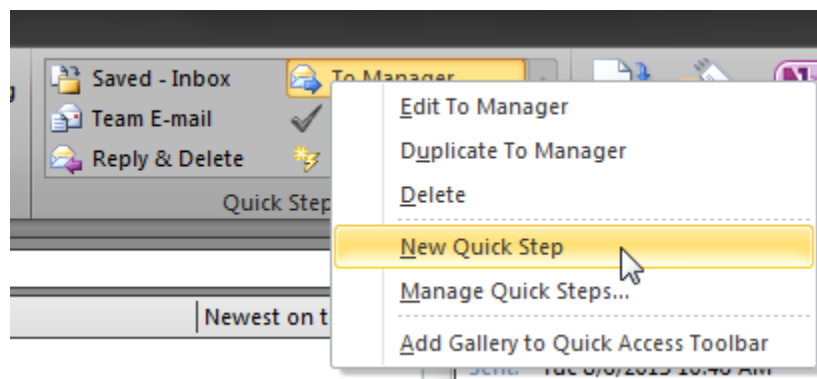
Create a “Reply with” Quick Steps

Overview

If you often need to reply to messages with boilerplate text, the quickest way to do this is to use **Quick Steps**, which is a new feature in Outlook.

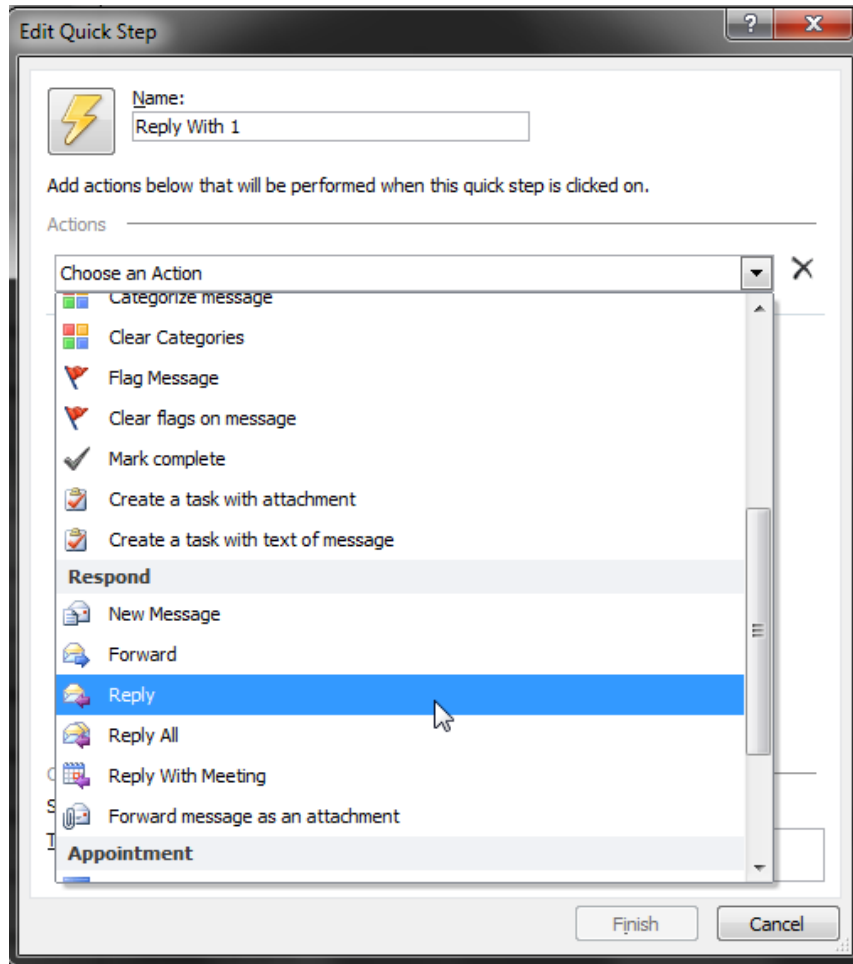
Creating a custom “Reply With” **Quick Step** with boilerplate text is quite easy to do:

1. Right click on any existing **Quick Step** and choose: **New Quick Step**

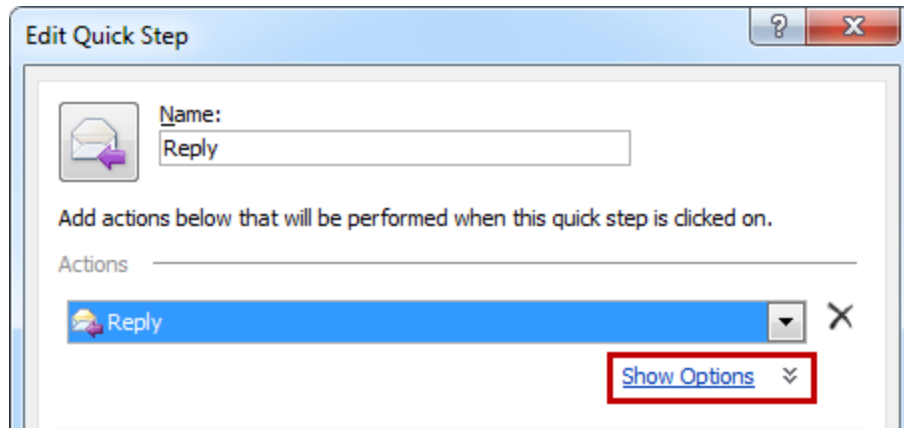


- Alternatively, you can click the “**More**” icon  in the **Ribbon** and highlight **New Quick Step** and the select **Custom** from the menu.

2. The **Edit Quick Step** dialog box will then open.



3. Under **Name** give your “Reply with” **Quick Step** a name.
4. From the “**Choose an Action**” list, choose: **Reply**
5. At the top of the dialog, you can specify a more suitable name for the **Quick Step**.
 - You can also click on the icon button next to it to change the icon of the Quick Step.
6. Click on the “**Show Options**” link below.




7. Type in your boilerplate text.

- There is no need to type your signature; Outlook will automatically add this when using the **Quick Step!**
- There is no need to specify the “**To:**” field; Outlook will automatically fill in the address of the original sender when using the **Quick Step.**
- The “<**subject**>” variable will automatically be replaced with the original subject of the message!

8. Optionally:


- Specify other reply options such as “Cc”, “Bcc”, “Follow Up flag”, and “Importance”.
- Specify a keyboard shortcut and a description for the Quick Step which will be displayed as a Tooltip.
- Have the message sent automatically after 1 minute.
- Add additional actions such as moving it to a specific folder, assigning it to a specific category or marking it as read (which isn't done automatically when replying via a Quick Step).

Edit Quick Step [?] [X]

 **Name:** Reply - Inquiry latest offerings

Edit the actions the quick step performs.

Actions

 Reply [X]

To... [To... button] [Address field] [Add icon]

[Hide Options](#) ^


[Add Cc](#) [Add Bcc](#)

Subject: RE: <subject>

Flag: No Flag [v]

Importance: No Change [v]

Text: Dear Sir/Madam,
Thank you very much for your inquiry. An overview of our latest offerings can be found at the following URL:
 Automatically send after 1 minute delay.

 Mark as read [X]

Add Action

Optional

Shortcut key: CTRL +SHIFT +1 [v]

Tooltip text: Inquiry reply with URL to latest offerings

[Save] [Cancel]